



# Cohoes Housing Authority



JULY 2015

www.cohoeshousing.org

Office closed on Friday, July 3rd

Administration Office  
100 Manor Sites, Cohoes, NY 12047  
Tel: (518) 235-4500 • Fax: (518) 235-8120  
Emergency On-call (after hours only) 235-4535

## BOARD OF COMMISSIONERS

Charles Alonge ..... Chairperson  
Walter Harbacz..... Vice-Chairperson  
Shawn Higgins ..... Commissioner  
Carolyn Dion..... Commissioner  
Mark Pascale.....Commissioner  
Colleen Mayo..... Tenant Commissioner  
Melanie Taylor ..... Tenant Commissioner

## STAFF CONTACTS & PHONE EXTENSIONS

### Administration

Charles V. Patricelli	Executive Director	117
Katherine L. Oliver	Office Administrator of Operations	117
Edie Duncan	Clerk	122

### Comp Grants

RJ Langlais	Moderization Coordinator	125
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### Section 8

Josephine M. Shufelt	Housing Eligibility Assistant	120
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### Tenant Relations

Janice L. Medina	Sr. Account Clerk	111
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*Congratulations to all of this year's graduates from the Staff and Board of Commissioners of the Cohoes Housing Authority!!!*

**WE'RE ON.....**

**facebook**

Look inside for info on:

- **Employment Survey...page 2**
- **Summer Fun ...page 5**
- **Laptop Program...page 6**
- **Job Fair...page 8**
- **FREE Internet SS/RH/MS ...page 12**

# Looking for a job?

## Employment Opportunities



At the Housing Authority it is our policy to assist residents whenever the opportunity presents itself. We accomplish this in many ways. One way is helping contractors and local businesses who periodically are seeking new workers find qualified persons for filling those positions. So we can more smoothly facilitate this process we are asking any resident who wishes to do so to fill out the accompanying questionnaire and return it to the main office. In doing so, we will be able to link employers with persons qualified in the line of work that is available.

### Cohoes Housing Authority Employment Experience Survey

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Education: High School \_\_\_\_\_ Associates Degree: \_\_\_\_\_ Bachelors Degree: \_\_\_\_\_

Work Experience: (check all that applies)

Construction: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Electrical: \_\_\_\_\_ Bookkeeping \_\_\_\_\_

Computer : \_\_\_\_\_ HVAC: \_\_\_\_\_ Laboring: \_\_\_\_\_ Clerical \_\_\_\_\_

Landscaping: \_\_\_\_\_ Masonry: \_\_\_\_\_ Roofing: \_\_\_\_\_ Painting \_\_\_\_\_

Cleaning \_\_\_\_\_

Other Skills and or Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Reminders

## Attention Residents of Saratoga Sites & Roulrier Heights:

Most apartments have their hot water tanks located in one of the closets. Under no circumstances are there to be any household items stored around or blocking the tanks. Keep this area free of all personal items and debris. Our Maintenance staff must be able to access these tanks at any time.

## All Residents:

- **Rent is due the 1st of the month** — If rent is not paid after five business days, you will be charged a \$20.00 late fee.
- **If you own a pet** — You must inform the office. There is a pet security of \$100.00. You also must show proof that the animal has been spayed or neutered and is up to date on all shots. If you do not follow the pet policy, you will be in violation of your lease and will be served a 30 day notice to vacate.
- If you have an e-mail address, please let us know. We can let you know what's going on around the housing authority, even inform you of job openings, etc.
- Any damages caused by smoking (cigarettes, cigars, etc.) is not considered ordinary wear and tear and will be the tenant's responsibility..
- Do not tamper with or disconnect any smoke alarms or carbon monoxide detectors. Report any problems immediately.
- Follow the pool rules!

## Kitchen Cabinet Care

The following is a list of rules and ways to take care of them:

1. No contact or wallpaper is permitted anywhere in the apartment.
2. Do not nail or tack anything on the metal backsplash behind the stove.
3. Clean grease filter regularly.
4. Do not put larger than a 60 watt bulb in the exhaust fan light.
5. Do not store newspapers behind or on the side of the refrigerator, it's a fire hazard.
6. Do not use soap or water on the cabinets, use the same product you would use to polish furniture.
7. Wipe water quickly off the fronts of the cabinets, it will stain and mark the finish.



## Attention Towers Resident

The heating and cooling system in the community room has been upgraded recently, in an attempt to improve your comfort. When you enter the community room it may not seem as if it is at maximum comfort. You must go over to the dial on the wall and turn it to the position you desire. This will set the comfort while the room is occupied. Please assist us in our goal of keeping your home comfortable and affordable!



# Did you know?

## Violence Against Women Act



### *Things that you should know...*

Did you know that every 15 seconds somewhere in America a woman is battered? Both Housing and Section 8 tenants that are victims of domestic violence are protected under this act. If at any time you are a victim please protect your rights and yourself from future violence and call us immediately. Repeated violations can result in eviction and if you don't follow some simple steps to protect them you can be evicted from your apartment. So please, protect yourself and your family.

## Recycle



If its paper, glass or plastic and is clean, please recycle it! Save our landfills and save our environment.

## Summer is Here!



1. Please drink plenty of water
2. Wear a hat
3. Try to walk early mornings or early evenings

## Fire Safety at the Towers



### Here are a couple Fire Safety Tips:

#### **Do not jam open fire doors.**

These doors shut to prevent the smoke from going through the building. Shut all doors behind you.

**Stay in your apartment or exit building.** If you are in your apartment, stay there until you are contacted by emergency personnel. If you are not in your apartment, leave the building immediately by the nearest exit.

#### **Do not use elevators.**

If you are not in your apartment, use the staircase and stay to the right on the stairs.



## Know How We Grow Coalition

The Know How We Grow

Coalition consists of community agencies in Albany County which offer screenings and services to children birth to 5 years old and their families to promote well-being. If you have any questions or concerns about your child's physical, social & emotional growth, please call (518) 447-4820.

Looking for something for your child to do this summer?  
 How about spending the entire day at Lansing's Park participating in  
**AWESOME activities for FREE?**  
 Breakfast and lunch included through the Cohoes City School District  
**Summer Meals Program!**

**Mayor George E. Primeau Sr. and the  
 City of Cohoes Youth Bureau announces  
 Summer Fun at Lansing's Park!  
 July 6, 2015-August 14, 2015**

Albany County District Attorney David Soares is bringing to Cohoes the *Summer of Kindness* WORDS Anit- Bullying program! Your child can participate in Crossfit fitness instruction, Kobudo Martial Arts and Music and Art! Programming is fully funded by the Albany County DA's office!



**Flag Football & Karate**



The funding for the flag football and karate programming is the direct result of a collaboration between the Chairman of the Albany County Legislature Shawn Morse and Albany County Executive Dan McCoy, with a special thank you to John D'Antonio, Director of Recreation.

**The City of Cohoes Summer Sports Academy  
 Celebrates its 30<sup>th</sup> Year!**

Each week a different sport is showcased and participants are taught the skills and rules of the sport. Games and scrimmages are played every day!

July 6-10	July 13-17***	July 20-24
BASEBALL	TENNIS***	LACROSSE
July 27-31	August 3-7	August 10-14
FOOTBALL & CHEER	BASKETBALL	SOCCER

\*\*\*Tennis is at the Van Schaick Island Tennis Courts. Youth need their own tennis racket!

**FREE Swim lessons to Cohoes youth! July 6-July 17, 2015**

Monday, Wednesday, Friday- Levels 1, 2: 5:00pm-6:00pm Levels 3, 4, 5, 6: 6pm-7pm  
 Registration opens June 25. Please drop off all registration forms to the pool.

August 4<sup>th</sup>, 5:00pm-8:00pm is the first annual Lansing's Pool Family Pool Party! The event is sponsored in part by NH Kelman's Scrap Recycling! Music, prizes and games!



**FREE Movie Nights in Silliman Park! Movies start at dusk (8:30pm).**

July 8, 2015 SpongeBob Squarepants  
 July 22, 2015 Night at the Museum: Secret of the Tomb  
 August 5, 2015 How to Train Your Dragon 2  
 August 19, 2015 Home

The movie nights are sponsored in part by the Cohoes Police Officer's Union and the Albany County District Attorney David Soares.



**Park Attendants and special programming in Van Schaick Island Park!**

July 6, 2015- August 14, 2015 12:00pm-4:00pm

Come to the Van Schaick Island Park/Pond for arts and crafts, fishing, visits from the Cohoes Police and Fire Department, games and much more!

For additional information about any of the City of Cohoes summer programming please contact the Human Services Department at 518-233-2116 or cbariteau@ci.coho.es.ny.us

Cohoes  
 Housing  
 Authority

# News At The Authority



## Laptops For Kids Program

Once again the Watervliet & Cohoes Housing Authorities have been reaching out to our local businesses to fund the purchase of laptops for our Watervliet/Cohoes high school seniors going off to college in the fall. There are 10 seniors that received them this year.

We are very proud to have this type of program because we feel that technology is vital to the growth to our area and especially our children. No child here at housing will be denied the opportunity to learn and grow. They will be on the same playing field as others to be able to advance their education and job skills. It is totally up to the child and their parents to take advantage of these programs.

### A Special Thanks To:

Watervliet Charitable Foundation  
Pioneer Savings Bank  
Cohoes Savings Foundation, Inc.  
Bunkoff General Contractors, Inc.  
Fitzgerald Funeral Home, LTD  
C.T Male Associates  
Harold Clune Electric  
Mohawk Fine Papers  
Find You Dreams, Inc.  
Passonno Paints

Friedman Fisher Associates  
Cohoes Knights of Columbus  
Polish American Association  
Main-Care Energy  
Regan Development  
Mrs. Patricia Crinigan  
Dan McCoy, County Executive  
CSEA  
Mayor Michael Manning



# THIS SUMMER...beginning June 29 in Cohoes! **FREE LUNCH** and breakfast, too!

**What is it?** During the summer, the **COHOES CITY SCHOOL DISTRICT SUMMER MEALS PROGRAM** provides **FREE** breakfast and lunch for **ALL** children from June 29–August 14.

**Where do I eat?** Breakfast and lunch will be served daily at **Abram Lansing Elementary School M-F only** beginning June 29 and at **Cohoes High School M-F only** beginning July 6.

**Is it really FREE for all children?** Yes! **ALL** children ages 0-18, regardless of income, are welcome to join us for breakfast or lunch. All food **MUST** be eaten at the school. **Walk-ins are welcome!**

# COHOES

COHOES CITY SCHOOL DISTRICT

## Summer Meals Program

### Abram Lansing Elementary School

Monday-Friday, June 29 – August 14  
Breakfast: 7:15 a.m. – 9 a.m.  
Lunch: 11 a.m. – 12:15 p.m.

### Cohoes High School

Monday-Friday, July 6 – August 14  
Breakfast: 7:15 a.m. – 8:30 a.m.  
Lunch: 11:00 a.m. – 12:30 p.m.

**Questions?** Please call the Cohoes Schools Lunch Office at 237-9100 x1411 or x1412.

The school lunch program is operated in accordance with U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any USDA activity should write to the Secretary of Agriculture, Washington, DC 20250.

**Nondiscrimination Statement:** The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.nrc.usda.gov/complaint\\_form.html](http://www.nrc.usda.gov/complaint_form.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136. USDA is an equal opportunity provider and employer.

Cohoes  
Housing  
Authority



**Careers at  
ACAP**

333 Sheridan Avenue,  
Albany, New York 12206  
Tel. 518-463-3175  
Fax 518-463-8185  
[www.albanycap.org](http://www.albanycap.org)

THE POWER OF CHANGE

# JOB FAIR

## Early Childhood Education

**When: Thursday July 9<sup>th</sup> 1 pm – 6 pm**

**Where: Ontario Early Education Center**  
**170 Ontario Street**  
**Albany, NY 12206**

**We are seeking passionate individuals who are interested in Teacher or Teacher Assistant positions in our Early Start\*, Head Start\* and Universal Pre-K\* programs**

**Walk-in interviews will take place for qualified candidates.**

\*Early Start = 6 weeks old – 3 years old \*Head Start = 3 & 4 year olds \*Universal Pre-K = 4 year olds. Full job descriptions and qualifications can be found on the career pages of our website at [www.albanycap.org](http://www.albanycap.org) and resumes can be forwarded to [hr@albanycap.org](mailto:hr@albanycap.org)

ACAP is an Equal Opportunity  
Employer -- EOE/M/F/D/V  
Alcohol/Drug Free Workplace  
(pre-employment drug screen  
and background check required)

**Employment  
Opportunity**



THE POWER OF CHANGE



This year we will be hosting a new concept in downtown markets. The Cohoes Public Market will have a number of farmers, craft vendors and locally produced products. We will also have a variety of food vendors that will be participating.

The Market starts Friday June 12th at 4:00pm. The Market will continue every Friday until October 2nd. The market closes at 7:00pm. Please make Friday evening a part of your weekly schedule.



at the  
Cohoes Public  
Market

Canal Square  
Concerts

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## FRIDAY NIGHT MUSIC

### MARKET CONCERTS

5:00-7:00

### CANAL SQUARE CONCERTS

6:30-8:30

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### Market Concerts

DATE	MUSIC	THEME
6/12/15	Frankie Lessard	Healthy Living
6/19/14	2 Broads with Allot of Sound	Strawberry Fest
6/26/15	Double D	Cornell Cooperative
7/3/14	NO CONERT	Happy Fourth
9/25/15	Fall Festival	Pumpkins
10/2/15	Frankie Lessard	Thank You Evening

### Canal Square Concerts

DATE	MUSIC	THEME
7/10/15	Rusty Old Guys	Car Show
7/17/15	Georgie Wonders	Dance Competition
7/24/15	Back 40 Band	BBQ
7/31/15	Welcome Home Night Featuring Back Beat & Rouges Reunion	Wall of Fame
8/7/15	Harmony Rocks	Cornell Cooperative
8/14/15	Switch Band	Sidewalk Art
8/21/15	Three Quarter North	Craft Show
8/28/15	Rymanowski Brothers	Polish Food
9/4/15	NO CONCERT	Labor Day
9/11/15	Al Bruno (Veterans & First Responders Salute)	Veterans Groups
9/8/15	Half Way to St. Patty's Day Irish Night	Irish Crafts

# Important Info.....



## Are you moving out?

First, if you are moving out it is important to give us 30 days notice. This means you need to tell us on the first of the month that you are leaving the following month. Secondly, you need to think about your security deposit. Security deposits will be returned within four to six weeks after your move-out date. However, the amount returned is less charges and/or cleanup. Anything (furniture or garbage) that needs to be removed from the apartment by our maintenance staff is back charged against your security deposit. Any clean up of the apartment or appliances will also result in a charge. The charge for cleaning each appliance is \$25. Think ahead and you will be surprised at the amount you can save.

## Working on Cars

Only properly registered vehicles are permitted in CHA parking areas. Vehicle repairs such as oil changes, motor overhauls, and body work are not allowed in the complexes.



## Outside Faucets

Every year we have parents that allow their children to abuse the use of the outside water faucets. These faucets left unattended or over used can cause damage to the lawns and even the building foundation. They also cause a mess and even to the point it may be dangerous. Please explain to your children that if this happens the faucet will be disconnected.



## CHA House Rules

We have handbooks available for you at the office that explains all the Cohoes Housing house rules along with some of the HUD rules that every tenant needs to comply with. This handbook is for everyone to know what is expected so there will be no fighting over some items that seem silly or trivial but can be costly. Some of these rules are:

- 1 Tenants cannot paint their apartment and no colors other than the Housing approved color
- 2 Tenants can't install cable wires thorough out their apartment making it both unsightly and possibly dangerous

3 Only one cat is allowed in any apartment

4 Rugs can't be glued or nailed

We want your stay here at the CHA to be a pleasant one and we need to work together. We are trying to make the apartments attractive, clean and serve to provide the highest quality housing possible.

# Kiddy Pools

## Rules for the Dog Days of Summer



**Wading “Kiddy” pool:** A small, shallow swimming pool not more than 12 inches deep, designed specially for use by small children.

**Pools should be no deeper than 18 inches or wider than 5 feet in diameter**

In many cases, any pool larger than the above specifications must be fenced off according to state/local codes. Limiting the size will also help to maintain control and safety.

**Pools should be emptied each night**

Letting non-chlorinated water sit for long periods of time can cause harmful germs. It is important to fill the pool with fresh water daily. Also, by emptying out water it lessens the hazard of unattended children entering the pool and drowning

**Toys should not be left in or around pools**

Toys can attract young children into the pool area.

The safety and well being of our residents is a high priority at the Cohoes Housing Authority, and we hope all of our residents will work toward that goal. **Policy will be enforced and action will be clearly be taken by either back charge for damage or eviction procedure.**

**Tenants should notify the Authority that they have a pool**

Knowing what units have wading pools will help to reinforce rules and restrictions.

**Wading pools should be moved frequently to avoid damage to grounds**

Leaving the pool in one place can cause damage to Authority grounds, thus causing other hazards. Tenants will be held responsible for damages to Authority property.

**Pools should be properly stored when not in use**

Pools should be placed in units, unit storage sheds, or other designated areas.

**No Hoses/Sprinklers/Slip & Slides**

Since water use is metered, we must enforce these rules. Hoses can be used to fill pools only. There is to be no washing of cars, no letting children play with hoses and absolutely no sprinklers or Slip & Slides.



## Make Sure We Have Your Phone Number and E-Mail Address

Please be sure to provide your correct phone number and e-mail address to the office in case we need to notify you of any emergencies. Many times we don't have time to send out letters and the phone & e-mail is the only way to contact you in a hurry.

## Security Camera Policy

As you know we have increased the number of security cameras around almost every site. These cameras and the video are for the sole use of the Cohoes Housing Authority. They are being used for security purposes



and to record violations of the lease provisions and any criminal activity.

**These cameras ARE NOT MONITORED!**

They simply record video and in the

event of an issue they are reviewed. Tenants are not permitted to review any of the footage. The staff does not have the time to review the footage unless it is deemed necessary by the Executive Director.



## Mice



Mice can always be a problem. No use standing on a table, that won't help. If you have mice call us right away. Mice reproduce quickly and can get out of hand very quickly and will take much longer to get rid of. Feeding the birds can also cause you problems. It draws unwanted birds but also mice and even rats. Please don't throw bread for the birds, it is unhealthy for all of us.

## FREE Wireless Internet at Saratoga Sites, Roulier Heights and Manor Sites

The Cohoes Housing Authority has created an internet network at Saratoga Sites, Roulier Heights and Manor Sites. This system will allow you to log into the internet once you get a username and password. You must also provide a working email address. You need to stop at the office and sign a letter of understanding providing us with the information and then we can get you started. The internet is FREE and this does not guarantee that if it goes down for some reason we will address it when we can, it is not an emergency. This is something we want to provide you as a tool for employment, learning for both adults and children. We do not control the content nor monitor it for usage. If abused you will be disconnected from the system. Also if you don't respond to any emails that we send out you will also be disconnected. We worked hard to provide you with this tool and hope you enjoy it.

## Work Order Policy

All work orders must be called into the office. When you have a repair that needs to be made, call the office and a work order will be issued. Do not tell a maintenance person while passing them on the street or in the hallway. They are not authorized to make any repair calls without an approved work order. This allows for better and more efficient service.