



# Cohoes Housing Authority



February 2016

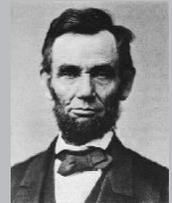
We're on FACEBOOK



## Happy Valentine's Day!

Please note, the office will be **closed**:

- **February 12th** for Lincoln's Birthday
- **February 15th** for President's Day



Administration Office  
 100 Manor Sites, Cohoes, NY 12047  
 Tel: (518) 235-4500 • Fax: (518) 235-8120  
 Maintenance Emergency On-Call: (518) 235-4535

### BOARD OF COMMISSIONERS

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

### STAFF CONTACTS & PHONE EXTENSIONS

|                      |                               |     |
|----------------------|-------------------------------|-----|
| Administration       |                               |     |
| Katherine L. Oliver  | Executive Director            | 117 |
| Edie Duncan          | Clerk                         | 122 |
| Comp Grants          |                               |     |
| RJ Langlais          | MOD Coordinator               | 125 |
| Section 8            |                               |     |
| Josephine M. Shufelt | Housing Eligibility Assistant | 120 |
| Tenant Relations     |                               |     |
| Randall Wachunas     | Tenant Relations Officer      | 113 |
| Janice L. Medina     | Sr. Account Clerk             | 111 |



### Board Meeting

The CHA Board Meeting will be held in the Manor Sites Community Room on **February 23rd** at 6:00pm. Everyone is invited.

**The CHA website is**  
**[www.cohoeshousing.com](http://www.cohoeshousing.com)**

Look inside for info on:

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- **Tenant Elections** - page 3
- **Towers apt. inspections** - page 6
- **Important Safety Info** - page 9
- **Fun for Kids** - page 11

# For Your Information...

## Special Accommodations...



We are required by law to take reasonable steps to make this site as accessible for disabled residents as for non-disabled residents. If any member of your household is disabled or becomes disabled and needs some accommodation or modification of the apartment or its policies, please bring it to our attention. You must also inform us if your household may have difficulty or at any time is having difficulty meeting its obligations under the lease or house rules because of a member's disability. We want to make sure that disabled residents are treated fairly and have the same positive experience as non-disabled residents, and we need your help in meeting this goal. Most accommodations are easy to make, like a smoke detector with a louder pitch and a strobe light.

## Snow Removal Policy

Again, it's winter and with that comes the snow. We must plow



to keep the lots safe and usable. We will again be asking your support to have all vehicles moved off site, by 9am the day following the storm. We can not always promise that we can give any prior notification other than this policy but we'll try the phone system method as much as possible. **BE SURE WE HAVE YOUR CURRENT PHONE NUMBER!** If you changed your number or want us to call a cell number be sure the office has the new number. Again this method is a courtesy not mandatory and it will be NO excuse for not moving your car and being towed.

## Rent Changes & Re-Examinations....

Once a year, you will be sent a notice that your income and family composition must be reviewed, as required by Federal Law. You are required to produce verification of both family income, change of assets, and/or family composition. Your rent for the coming year will be determined as a result of this re-examination, which is done on a yearly basis on the tenant's anniversary date. Tenants will receive a letter of their appointment for re-examination approximately two (2) to three (3) months prior to their re-examination. The tenants anniversary date are the dates on which any change on the annual rent will become effective, therefore we must begin two (2) months prior to each date, collecting verification and providing adequate notice of a rent change. Please do not ignore this notice. If you do not respond on time, we will be forced to terminate your lease. If during the period of time between re-examinations you have an increase or decrease in your income and/or assets, or a member of your family moves in or out you must immediately report such changes to the office. Your rent and lease will be adjusted to properly reflect your current income and family composition. Failure to do so promptly is a violation of your lease agreement and would result in retroactive payments back to when change occurred.

# Tenant Elections...

The Cohoes Housing Authority's BY-Laws provide for the election of (2) Tenant Representatives of the Authority. The Authority will have seven members upon the taking of office of the two (2) new Tenant Representatives.

The following procedures and dates shall apply to **this upcoming year's election to be held on MARCH 8, 2016.**

**FEBRUARY 16, 2016:** A list of eligible voters will be posted in the laundry rooms at Saratoga Sites, Roulier Heights, Dr. Jay McDonald Towers and at the Administrative Building at Manor Sites.

To be eligible to vote, a person must have been residing in an Authority complex before **DECEMBER 8, 2015** and must be eighteen (18) years of age or older on **DECEMBER 8, 2015**. Any objections to the list must be given to the authority in writing by **FEBRUARY 16, 2016.**

**FEBRUARY 26, 2016:** A final list of eligible voters will be posted at locations listed above.

**JANUARY 7, 2016:** Nomination Petitions must be submitted to the Authority between **JANUARY 7, 2016 Thru JANUARY 22, 2016.** Petitions may be obtained from the Main Office located at the Administrative Building 100 Manor Sites. To be nominated a candidate must obtain twenty-five (25) signatures of eligible voters.

**JANUARY 22, 2016:** (1) Those nominated must submit to the Authority a signed statement that (1) he or she is eligible to serve as Tenant Representative (2) He or she is willing to serve and (3) He or she will serve if elected. The Authority will send each candidate a Request for such a statement on or before **JANUARY 22, 2016.** Those candidates submitting a signed statement will be listed on the ballot and the ballots will be posted at the polling place on or before **FEBRUARY 26, 2016.**

**FEBRUARY 21, 2016 THRU MARCH 2, 2016.** Absentee ballots in sealed envelopes will be accepted by the Authority at the Authority's Main Office at the Administrative Building at 100 Manor Avenue Sites. Absentee ballots may be obtained from the Main Office, and must be hand delivered by **hand** by the person(s) themselves or his/her designee. Such absentee ballots shall be accompanied by a signed statement indicating the name and address of the voter as well as the reason the person is unavailable to vote in person. Absentee ballots will be accepted **FEBRUARY 21, 2016 THRU MARCH 2, 2016.**

**MARCH 8, 2016:** Election Day - Polls will be opened from **12:00 P.M. (NOON) THRU 6:00 P.M.** at the Manor Sites Administrative Office, 100 Manor Sites and **12:00 P.M. (NOON) THRU 3:00 P.M.** at the Dr. Jay McDonald Towers, Roulier Heights and Saratoga Sites Community Rooms.

**MARCH 12, 2016:** **Anyone** named on a ballot that desires a recount must demand one by **MARCH 12, 2016** in writing.

# Risk Control Policy.....

The following Resolution was introduced by Commissioner Colleen Mayo, read in full and considered:

## RESOLUTION NO. 16-02

**LET IT THEREFORE BE RESOLVED THAT** the Board of Commissioners of the Cohoes Housing Authority has adopted the Risk Management Policy as follows:

The safety and well-being of the residents, guests and employees of the Cohoes Housing Authority are of the utmost importance. Proper procedures must be established in order to ensure that the highest level of safety is provided for all.

It is the intention of the Cohoes Housing Authority to abide by all applicable laws and regulations which govern the health and safety of the tenants, visitors and property. Risk Management methods will be employed to prevent and control loss which may threaten the health and well being of those the authority serves.

Risk Management methods will be the responsibility of all levels of the Authority. The Cohoes Housing Authority shall make all efforts feasible to ensure that optimal level of safety is provided for all. Through the administration of this adopted Risk Management Policy and the cooperation and support of those involved, the Cohoes Housing Authority will make risk control a priority.

The foregoing Resolution was proposed by Commissioner Colleen Mayo, which said motion was seconded by Chairperson Charles Alonge.

Upon a roll call vote, the Ayes and Nays were as follows:

**AYES**

Charles Alonge  
Walter Harbacz  
Mark Pascale  
Colleen Mayo

**NAYS**

None

The Chairperson thereupon declared said motion carried and the Resolution adopted.

Jan16.Min



# Did you know.....

## FREE Wireless Internet at Manor , Roulrier & Saratoga

The Cohoes Housing Authority has created an internet network at Manor Sites, Roulrier Heights & Saratoga 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 and you need to stop at the office and sign a letter of understanding providing us with the information we need to 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.

## Painting of Apartments

It costs the CHA approximately \$400 for labor and materials to paint an apartment. It is worth it to keep your apartments looking nice. Please try to use care when moving furniture. Remember to wipe off fingerprints and crayon marks; it all helps to keep the apartments nice.

## Satellite Dish Rules

Satellite dishes may not exceed 1 meter diameter. All dishes are to be installed by a professional approved in advance by the Executive Director along with a member of the maintenance staff present. All such approved installers shall provide proof of insurance acceptable to the Executive Director. Satellite dishes and/or antennas are to be installed at a location approved by the Executive Director. To the extent possible, they are going to be located so as to minimize damage to Housing Authority property, maintain the uniformity of the buildings and minimize risk of injury to the residents. Prior to the installation of a satellite dish and/or antenna the tenant is required to submit an application in writing along with a refundable security deposit of \$150.00. In addition, each application to install a satellite dish and/or antenna shall be accompanied by a non-refundable application fee of \$30.00.

## Transfers

Tenants eligible for transfer from one size apartment or one project to another are based upon family size. Transfers by tenant request must be submitted, in writing, to the housing authority office. Once received and approved, you will be placed on a list. The housing authority will schedule transfers based on our policy and by date of the tenant requests. An appropriate unit will be assigned to you based upon the number of members in your family. All attempts possible will be made to move you when, and if, it ever becomes necessary to reduce any possible hardship or inconvenience.

## Washer/Dryer Hook ups at RH/SS

For some time now our apartments at Roulrier Heights & Saratoga Sites have been experiencing extensive water/mold damage caused by leaking washing machines and improperly vented dryers. These repairs have cost the housing authority thousands of dollars. For this reason, we have been eliminating the washer & dryer hook ups when a unit becomes vacant. In addition, current tenants that do not already have a washer or dryer hooked up in their unit, will not be allowed to get one installed. There are laundry rooms located at each site for tenants to use.

# Very Important Info.....

## McDonald Towers Apartment Inspections:



The Annual Apartment Inspections for McDonald Towers will be held on **Tuesday, March 8, 2016 - Friday, March 11, 2016**. Our Staff will be inspecting for apartment cleanliness and any needed repairs.

In the upcoming months we will be scheduling the other sites as follows:

Roulier Heights – April 5th - 8th

Saratoga Sites – May 9th - 13th

Manor Sites – June 6th - 10th

Please be sure to check future newsletters for any revised/updated info.

## **Carbon Monoxide Detectors**

Carbon monoxide (CO) is a colorless, odorless, tasteless and toxic gas that results from the incomplete combustion of fossil fuels, such as gasoline, natural gas and oil. Dangerous amounts of CO can accumulate when fuel is not burned properly, or when rooms are poorly ventilated and the CO is unable to escape. Always be sure if you heat with gas that your CO detector is working!



### \*\*\*\*\* ATTENTION ALL RESIDENTS \*\*\*\*\*

Whenever you call the office to report an issue within your apartment, you are granting permission to enter to any and all essential CHA personnel. If you have a concern or wish to have them address it at a specific date and time, please be sure to specify. We will work with you and your schedule to find a day and time that works best for CHA and yourself.

Also, please report any and all issues A.S.A.P. to prevent further damage that may be caused by a neglected issue. To report an issue please call 518-235-4500. Thank you.

### **Make sure we've got your number!**

*Please be sure to provided updated phone numbers 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 is the only way to contact you in a hurry.*



# Cohoes Public Library Connects with Cohoes Senior Center



Spend some time at the Library

**Book Clubs** every 3rd Wednesday

10:30 Am Mystery Club

1:30 PM Ageless Book Club

**Knitting and Crocheting**

Learn **Computing**

**Browse the Stacks**

**Keep current**

**Read the Newspaper**

**both Local and National**

**Check out a Book**

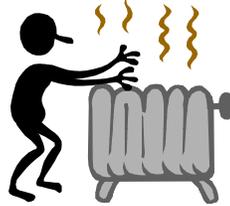


Hear  
Yea  
Hear  
Yea

Watch for additional  
Programs in the  
Future

## Open Windows

Please keep your windows closed. It has been noticed on occasion, that some tenants are opening their windows during the winter season. If your apartment is too hot, please lower the thermostat to a comfortable level. If your heat is on low and it is still very warm in your apartment, it could be due to a furnace or heating issue. Please contact the office immediately so we can have maintenance inspect it. Depending on where you live, the housing authority is paying for the heat bill.



## Shovel for safety

Shoveling the snow on the walkways, stairs and porches leading to each apartment is the responsibility of the tenant. If our staff has to clean these areas, the tenant will be charged \$8.00 per occurrence.

Happy Valentine's Day



Don't want to get towed?

Get a Parking Permit!

Please remember that tenants are required to obtain parking permits for each of their vehicles. Vehicles without parking permits may be towed.



## Emergency Notification Call System

The Cohoes Housing Authority was the first area agency to start a new system to help notify our tenants of emergencies, snow removal, or important messages that we feel you need to know quickly and efficiently as possible. If we have your up to date phone number you will be called as long as their is an available person in the CHA to make the notification. This is a courtesy call, not a guarantee. Please call the office for any changes in telephone numbers, license plates or emergency contacts so you will be

### XMAS Decorations

We have noticed that some tenants still have christmas decorations up on the outside of their apartments. We are now in the month of February and would appreciate it if they are removed.

### Rugs and Vinyl Floor Tile

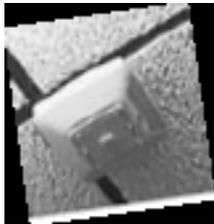
Rugs cannot be glued or nailed. You are permitted to use carpet tape. This also applies to your kitchen floor. You are not allowed to install any vinyl floor tile.



# Important Safety Information



At past staff meeting we discussed on how we can notify the Fire Depts on what tenants may need assistance in the event of an emergency. In our software program we have a check box to indicate if any tenant needs assistance such as a wheelchair or oxygen; We ask the staff to report any tenant and record this information in the tenant profile so the list is up to date. The next step is to get this information to the Fire Department so they have a list. But we need your family, neighbors or friends to also notify us when your conditions change and you may need assistance. This report will be sent on a monthly basis to the FD's and they and along with some key housing personnel will have this list available. If anyone would need more information let us know. This information is very important in the event of an emergency or an evacuation. Also, please be aware that we still use the emergency medical cards in our senior apartment units. We want all staff to be sure they are updated and kept in the card holders. If a tenant needs a new card, please let us know. This card can be taken with the tenant to the hospital with their medical history on the card.



## ***Smoke Detector Maintenance Policy***

Your unit is equipped with one or more smoke detectors. You must ensure that the smoke detectors are operating at all times. Never disconnect a smoke detector for any reason. The smoke detector has a red indicator light on its face. If your smoke detector is operating properly, this light will be lit. If the light is flashing and the smoke detector beeps every few seconds, the battery is low and needs replacement. If the light is not lit or flashing, the battery is dead or has been disconnected if it's electric. If your smoke detector isn't operating and you need assistance dealing with it, notify the office immediately. If you fail to keep all smoke detectors in your unit operating at all times, you will receive one and only one warning. If you fail to comply with this rule a second time, we will have grounds to evict you.

## ***Attention ALL***

### ***McDonald Tenants! Tailgating! What is it?***



Do you let people into the building without knowing who they are? Do people follow you into the building and you don't know who they are or what they are doing in the building? That is Tailgating!

People sneak into the building without being even buzzed in or they will press your doorbell and you again let them in. This could be very dangerous and you risk the safety of others.

## HOW RENT IS DETERMINED

The rent you pay is either 30% of your gross income (after allowable deductions) or a flat or ceiling rent, whichever is less (see exclusions below). Residents can choose to pay the flat or ceiling rent even if it is higher than the income based rent.

Your family's income determines your individual rent. This is why another family, perhaps, a family of your size living in an apartment of your size pays a different amount of rent each month. Exclusion to the 30% rent rule are: casual or sporadic income; reimbursement for the cost of medical expenses; lump sum addition to assets; hazardous duty pay in the armed forces; servicemen's lump sum death benefits; temporary resident's income; foster care income; live-in aide's income; Title V employment; full-time students; veteran's benefits – for tuition, books, etc.; Earned income for children under 18 years old; food stamps; income from reparations to Native Americans; and Holocaust survivor benefits.



## Eviction /Termination of Tenancy



Though the most common form of eviction is for failure to pay rent, a tenancy may also be terminated when a resident or a member of

a resident's family engages in prohibited conduct. Such conduct includes: willful misrepresentation of any material fact relating to eligibility for admission, continued occupancy, or the amount of rent to be paid; breach of rules and regulations; failure to provide satisfactory verification of family income; the transfer of possession of an apartment for use by a person or persons other than the tenant of record; chronic rent delinquency; poor housekeeping; and non-desirability. Non-desirability is defined as conduct or behavior which presents a danger to the health and safety of neighbors or CHA employees; behavior which damages CHA property, or poses the threat of damage; behavior which is considered to endanger the peaceful occupation of other residents; sexual or moral offenses; or common law nuisances. Residents and their families can also be evicted for drug activity on or off of CHA grounds, for illegal drug trade or activity on CHA premises. Residents are responsible for the conduct of all visitors, family members and guests to their apartments. Loitering and consumption of alcoholic beverages in public spaces is prohibited. It is important to keep in mind that the U.S. Department of Housing and Urban Development (HUD) may perform an annual verification of this information through its Income Verification Program. Residents income data reported to the Housing Authority may be matched against records kept by the Internal Revenue Service and the Social Security Administration. If a discrepancy is detected the resident will be notified by letter, and then asked to contact the Office. Sometimes, obviously, changes in family composition will mean that your rent will be reduced. Sometimes, they will mean the reverse. Either way, changes must be reported. **That's the law.**

# Fun for kids.....



## Valentines Word Search

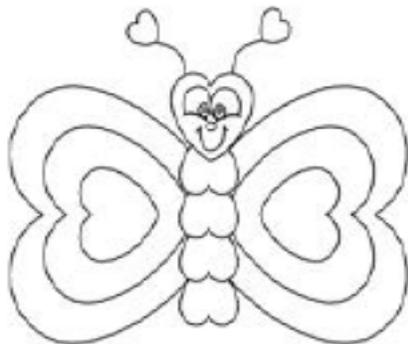
E B V Z N B E B O E D T  
 S G A E H E A R T K K I  
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 Y Z A A S I E W U I D N  
 A G R L R T R U F P I N  
 P F R I E N D S H I P Y  
 H K O S W E E T I E U Q  
 T R W B O L N E X E C P  
 Z L Y Z L A I E V O L T  
 J E U L F V M W Y K M I  
 K N M R O S E S Q J C K  
 S S C I N S B Y N P J C



ARROW  
 BE MINE  
 CANDY  
 CUPID  
 FLOWERS  
 FRIENDSHIP

HEART  
 HONEY  
 LACE  
 LOVE  
 PINK

RED  
 ROSES  
 SWEETIE  
 SWEETS  
 VALENTINE



Happy valentine's Day!

## Phone Books

It's that time of year again and phone books are being delivered to all the tenants and throughout the city. It has been noticed that numerous tenants are not picking up the phone books from their porches or from in front of their apartments. It is causing the sites to look very messy. Please bring in your phone book(s) or dispose of them properly. If our maintenance department has to pick them up from in front of your apartment, you will be charged.

## Garbage Cans

Please be advised that garbage cans must be brought back to your apartment no later than the day after the waste pick up date. If they are not, our maintenance department will bring them back to your apartment and you will be charged \$6 per occurrence.



## Sewer Plugs, they can cost you!

We recently had a tenant that put a diaper into their sewer line. Naturally

it plugged up the sewer causing a major mess. This tenant paid a lot of money to the housing authority. They were responsible for the mess and the time to clean it up. Note to Self! Do not put anything like sanitary napkins, diapers, rags or anything in the sewer line. You risk causing a problem for us, your neighbors and a major expense to you. You also risk eviction for damage to the property.

## Drug Tip Hotline

Illegal drugs are a major problem in our country. The Cohoes Housing Authority is no exception. If you know of any illegal drug activities, please call the Drug Tip Hotline at 233-2161.

**ALL INFORMATION IS TOTALLY CONFIDENTIAL.**



## Need Health Insurance? Are your children covered?



If you feel that you might qualify for health insurance call 462-7040 to find out more!!! If you presently don't have insurance call now!



Health Tip- When brewed up as a tea, peppermint is a well-known naturopathic remedy for upset stomach, or indigestion. This minty herb also offers relief for other gastrointestinal issues, including irritable bowel syndrome, whose systems include bloating, abdominal pain cramping etc. A study was done, it showed peppermint oil capsules were found to cut IBS symptoms by more than half for 75 percent of the study's participant.