



# Cohoes Housing Authority



March 2018

[www.cohoeshousing.org](http://www.cohoeshousing.org)

## IMPORTANT.....

**Our maintenance on call number is (518) 235-4535.**

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

### BOARD OF COMMISSIONERS

Shawn Higgins ..... Chairperson  
Charles Alonge ..... Vice-Chairperson  
Mark Pascale ..... Commissioner  
Jason Oliver..... Commissioner  
Colleen Mayo ..... Tenant Commissioner  
Donna Braman ..... Tenant Commissioner

### STAFF CONTACTS & PHONE EXTENSIONS

#### Administration

Katherine Oliver	Executive Director	117
Josephine Shufelt	PH Program Coordinator	122
Karen Kremer	Accounting	129
Catherine Hamilton	Maintenance Clerk	129

#### Comp Grants

Dan Rigney	MOD Coordinator/Supervisor	125
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#### Section 8

Tracey Crandall	Housing Eligibility Assistant	120
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#### Tenant Relations

Sandra Obiedo	Tenant Relations Officer	113
Janice L. Medina	Sr. Account Clerk	111



## Smoke-Free Housing

Cohoes Housing Authority is **SMOKE-FREE.**

Effective October 1, 2017, it the

policy of the Cohoes Housing Authority not to allow or permit smoking in or on the grounds of any building or facility, including residential apartment units and Authority offices, owned, operated or managed by the Authority. This policy applies to all persons in or on the grounds of any building or facility, including, but not limited to, employees, residents, and guests of the Authority. Failure to comply is a violation of your lease and lease addendum.

Look inside for info on:

- For Your Information...page 2
- WILLOW Bulletin...page 5
- Apartment Inspections...page 6
- Snow Removal Policy..page 7
- ACAP Head Start Programs...page 11

# For Your Information...

## Resident Advisory Meeting



A general tenant meeting will be held on March 27th at 1PM in the McDonald Towers Community Room and at 5PM in the Manor Sites Community Room. The purpose is to discuss the policies and make any recommendations to our Annual Plan to be submitted to HUD in July of 2018. Any interested tenant of the CHA can call the office to join the Resident Advisory group.

## History of St. Patrick's Day

St. Patrick's Day is observed on March 17 because that is the feast day of St. Patrick, the patron saint of Ireland. It is believed that he died on March 17 in the year 461 AD. It is also a worldwide celebration of Irish culture and history. St. Patrick's Day is a national holiday in Ireland and a provincial holiday in the Canadian province of Newfoundland and Labrador. The name "leprechaun" has several origins. It could be from the Irish Gaelic word "leipreachan," which means "a kind of aqueous sprite." Or, it could be from "leath bhrogan," which means "shoemaker." Legend says that each leaf of the clover means something: the first is for hope, the second for faith, the third for love and the fourth for luck.



## NO Parking Zones

We have noticed that vehicles are parking in designated "No Parking" areas throughout the sites. These areas also include the Maintenance Shops and in front of dumpsters. You will receive only one warning that you cannot park in these areas. If any tenant is caught parking in any of these areas, your car is at risk of being towed. Don't risk a towing charge of \$125.00 plus any additional expenses incurred by the housing authority. These areas must be kept clear for your safety and for the housing authority to conduct business efficiently. We appreciate your cooperation in this matter.

# What you need to know...

## Fire Safety At Home

Safe practices at home are part of your family's fire protection plan, and it is also critical that your home and family are prepared to react quickly if a fire occurs at home.



- Develop a fire escape plan for your family that identifies two exits out of every room and an established meeting place outside. Practice makes perfect – hold a family fire drill at least twice each year.
- Be sure all smoke alarms are in working order, never disconnect one because it goes off.
- Know how to extinguish a small pan fire by sliding a lid over the flames.
- Teach every family member to “Stop, Drop and Roll” if clothes catch fire.
- Be sure your fire extinguisher is in working order and that the pointer is on the fully charged marker.
- Learn how and when to use a fire extinguisher.

## Dumpsters at Manor Sites

Please realize that just because the lids are down on the dumpsters, it does not mean to throw your garbage on the ground. This is very unhealthy, unsightly and it draws rodents to come around for the loose garbage. When disposing of your garbage, if you see garbage on the ground, please throw it in the dumpster. Please do not send small children out with garbage because they can't reach the top of the dumpster to get it in. If your garbage is found on the ground, you will be charged. Your cooperation in this matter would be greatly appreciated. Remember this is your home, take pride in it!



# Entering the Job Market: Advice for job seekers who have limited work experience

*By Elizabeth Romand, a Career and Community Services Program  
Coordinator at Albany Community Action Partnership.*

## **How important is work experience on a resume?**

It is incredibly important. Work experience is used to showcase skills to a potential employer.

## **What if you don't have work experience?**

Think about what experiences you do have. If you were recently in high school or college look at your participation in extracurricular activities. Everyone should consider volunteer community service, duties in the community, and work at religious centers as other sources for experience.

## **What activities could you substitute for work experience?**

Internships, volunteering, extracurricular activities, and clubs should all be considered. For example, involvement in the Parent Teacher Association at your child's school may showcase community involvement, the ability to organize, and experience working in a team.

## **How do you determine if an activity would be good to include?**

The activity should highlight transferable skills that the potential employer is considering. Organized activities are often good sources for those skills. Be careful to focus on the tasks and skills rather than the organization. For example, if you have collected donations for your church, highlight the responsibility of handling people's money and the organization skills needed to collect the funds rather than information about your church.

Some time-consuming responsibilities,

such as providing long-term care for a sick loved one, may not always seem relevant. However, it may prove that you have the ability to jump in and help out regardless of what needs to be done and are able to commit yourself to long-term projects.

## **What other things do employers consider?**

Training, both formal and informal, or a willingness to learn is important to employers. It is expensive to hire a new employee and train them, so employers need to know you are dedicated and interested in joining them for the long-term. Be prepared to explain patterns of job instability and gaps in employment. If you were unemployed, use other activities to show that you were still developing skills. Your resume will act as a snapshot of your professional life to an employer.

## **What assistance is available for job seekers from ACAP's Career and Community Services?**

We offer job placement as well as relevant training/credentialing in a career field of your choice that you can include on your resume. We also have a full range of soft-skills and job readiness services provided in a one-on-one setting to prepare you for an interview and your life with a job. Our programs also work to ensure your childcare, transportation, and professional clothing needs are met. For more information, please call us at 518-463-3175 or visit our website at [www.albanycap.org](http://www.albanycap.org).

# WILLOW Community Resource Bulletin March 2018



## Health & Wellness

### No Health Insurance? No-cost mammograms and more available

FREE Tests for eligible, uninsured women age 40+  
St. Peters Hospital Breast Center 317 S. Manning Blvd Albany NY  
March 22, 2018 4pm-6pm Call to make an appointment  
(518) 525-8680



### This Month at the Women's & Children's Health Education Center

Breast Feeding Support Group 3/7 and 3/21 1-2:30pm Mercy Conf Rm 6  
Post Partum Support Group 3/19 2-3pm Mercy Conf Rm 6  
Parents of NICU Babies Support Group 3/26 5:30pm-7pm meet in NICU unit  
Variety of Classes available call (518) 525-1588 or visit [www.sphp.com/classes-events](http://www.sphp.com/classes-events)

### Visit the Teen Clinic and Planned Parenthood Health Center

Walk-In services available Thursday afternoons, 3pm-6pm, 855 Central Avenue, Albany  
Most teens eligible for coverage under the Family Planning Benefit Program, free insurance that covers all birth control methods, annual exams and pap smears. Bring ID and proof of current residence



**Whitney Young Health Center is hosting a Flu Clinic**  
Thursday 9:00am-3:00pm 920 Lark Drive, Albany NY  
Call to make an appointment (518) 465-4771 Walk-Ins welcome as well  
**Fight the Flu with a shot, hand washing and staying home when sick!**

## Parents & Families

### Did You Know about the New Mother's Rooms?

The Albany County Department of Health & Department of Social Services now have Mother's Rooms available for visitors and employees. Mother's Rooms can be used by women to breastfeed their children, or to pump breast milk in private. Talk to a representative at those locations for more info!



**ACAP Early Head Start for children 6 weeks-3 years of age** Call (518)463-3175 Option 2  
Locations at 25 Monroe St or 170 Ontario St Albany OR  
**ACAP Head Start for children ages 3-4** Apply In Person at :  
Enrolling now for Albany, BKW, Colonie, Cohoes, Green Island, Watervliet & Ravena 333 Sheridan Ave Albany NY

## Other Services

**Blessingdales Clothing Center**  
Clothing and Household Items

Provided by Capital City Rescue Mission  
95 Trinity Place Albany NY



Women's Hours: Wednesday and Friday  
9:00-11 am and 1:00-3:00 Call (518) 462-0459 ext 258



**Capital District Educational Opportunity Center**  
No cost academic and vocational training for those who qualify  
HSE/College Prep, Welding, CNA, Culinary Arts, Cosmetology and More  
Troy and Albany locations — Call today: (518) 273-1900



**Capital Roots Veggie Mobile**  
Fresh fruit and veggies available all year long!  
Cash, EBT/SNAP, WIC fruit and vegetable checks and the Farmer's Market Nutrition Program accepted  
Find on of the 36 stops nearest to you—Call (518) 274-8685



**W.A.G.E. Center**  
Walk-in job application clinic on Mondays from 8:30-12 and 1-4:30. Tuesdays from 1-4:30 pm.  
Located at 200 Green Street, Albany NY  
Call for more information: (518) 380-5600



**Albany County Offers Services for Women, Infants, & Children**  
If you need assistance connecting with community resources, navigating government programs, learning about your pregnancy and how to best care for yourself and your family, contact the  
**Single Point of Entry (SPOE) line : (518) 447-7777, Monday-Friday 8:30-4:30**  
Operators available to answer questions, offer support and make referrals to medical and dental providers, counselling, self-care education and more



# News At The Authority

## **McDonald Towers Apartment Inspections:**

The Annual Apartment Inspections for McDonald Towers will held on March 12 through March 16, 2018. In the upcoming months we have scheduled the other sites as follows:

Roulier Heights – April 16 through April 20

Saratoga Sites – May 14 through May 18

Manor Sites – June 11 through June 15

Please be sure to check future newsletters for any date changes.

## HOW TO REMOVE PERMANENT MARKER FROM EVERYTHING



CLOTHES – USE HAND SANITIZER

WALLS – USE TOOTHPASTE OR HAIRSPRAY

WOOD – USE RUBBING ALCOHOL

CARPET – USE WHITE VINEGAR

FURNITURE – USE MILK

WHITE BOARD – USE DRY ERASE MARKER OR PENCIL RUBBER ERASER

CERAMIC OR GLASS – USE 1 PART TOOTHPASTE WITH 1 PART BAKING SODA



# \*\*\*IMPORTANT\*\*\* 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.

**\*\*\*ALL VEHICLES, AT ALL SITES, MUST BE MOVED OFF SITE BY 9AM THE DAY FOLLOWING THE STORM.\*\*\***

Your full cooperation in this matter will be greatly appreciated. Your help is needed to keep the grounds plowed and cleared. This removal is necessary for your safety and for your convenience in having parking space cleared.



## Pet Policy

A cat may not exceed 15 pounds at full growth. All cats must be spayed or neutered and documentation of this must be furnished to the Housing Authority. Tenants **MUST** provide documentation from the Veterinarian or medical facility of all required shots. Documentation for yearly checkups and shots must also be submitted. Failure to submit required documentation would be grounds for termination of tenancy.

A \$150.00 returnable pet security deposit must be placed before the pet is admitted to the development and will be returned upon move out or removal of the pet after a full inspection of the dwelling

unit is done and no damages are found. The Housing Authority reserves the right to do quarterly inspections for pet damage.

**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.*

## Charges for work orders

Tenants are encouraged to call in work orders before the problem is an emergency. The CHA will not charge for normal wear and tear of the materials or the labor time. We know items wear out and need to be replaced but when the item is damaged and it could



be an accident we have to charge for the repairs. We work very hard to get the best prices on materials but it all adds up. If a man is called out for an overtime call we have to pay him for his time. This is why

we need to charge for lock outs and to cover the cost for his time. Please consider leaving a key with a friend or neighbor to call in the event you lock yourself out.

We here at the CHA want to provide quality work and housing for everyone. If we make a mistake on a repair, call us. If something doesn't work right, let us know. We are here to help you. If you have any questions, please let us know.

Want to get a hold of us?

You can call (518) 235-4500 during regular business hours. If its an after hours maintenance emergency, please call (518) 235-4535. You can also send us an email for non-emergency situations. It is the best way of getting us and the quickest way of getting a response. Please, make it short and to the point so we can respond easier.

## Live-In's

There is no way to say it but it's simply FRAUD. Having someone stay at your apartment and not reporting it is fraud. Many think that "THEY" don't live there because they get mail at some other place, or they still say they live with their "mom", when in fact they haven't seen their mom in months. Staying in the apartment for more than 3 days and not reporting it is living there.

## Websites for Seniors

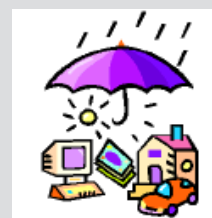


Here are some Websites of particular interest to people over 50. If you have a favorite site that you think others might enjoy, send the URL to:

Senior Spotlight, 25 Delaware Ave., Albany, NY 12210, or e-mail it to: [spotlightseniors@seniorservicesofalbany.com](mailto:spotlightseniors@seniorservicesofalbany.com)

If you don't have a computer at home, you can access the Internet at most libraries and senior centers.

- <http://www.todaysseniors.com/>
- <http://aging.state.ny.us/>
- <http://www.consumeraffairs.com>
- <http://firstgov.com/>



## Tenant's Insurance

It's cheap when you think of the alternative.

Losing everything you have and starting from scratch is no fun. Fire, water damage, or theft is not the responsibility of the Authority. You should contact your insurance agent, shop for quotes and take the best policy. Don't let someone say I told you so.



# BEDBUGS!



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By Amanda Benedict, Director – Watervliet Public Library

It has come to our attention that there has been an outbreak of bedbugs in Albany County. Authorities believe that the bugs will soon be a big problem for many area residents, especially now with kids returning to school. Bedbugs cling to clothing and other objects, making it easy for them to transfer from one place to another.

So, we decided to do a series of articles full of tips that will help you determine if you have the bugs, what to do if you have them, what to do if you have been bitten, how to help prevent bedbugs, and where to go for further information and assistance.

## But first **What are these bedbugs and where do they come from?**

A bedbug is a small (about the size of an apple seed), flat, reddish-brown bug that feeds on blood. They are found in homes all over the world, even the cleanest of homes. Bedbugs are not picky about their environment, whether clean or dirty, so it makes it very difficult to prevent them. They hide during the day and come out during the night in order to feed.

The recent spread of bedbugs could be due to increased international travel, changes in pest control, and insecticide resistance. Bedbugs travel on our belongings, making it easy for them to spread from place to place. If you're at someone else's house, or in a hotel room, and set your jacket or bag on the floor, the bugs could crawl onto your things and come home with you. Other public places, such as movie theaters could be invested with bedbugs. Check your clothes, hair and belongings after leaving such places before you return home. The good news is that the bugs do not hide under your clothing, so covering as much skin as possible is one way to reduce your risk of having them stick to you.

### **Watch out for bedbugs in crowded lodgings such as:**

§ Apartment complexes      Dormitories      Homeless shelters      Hotels

### **Where do they hide?**

During the day, bedbugs hide in the cracks and crevices of:

§ Mattresses      Box springs      Bed frames      Headboards

### **They also can be found:**

- § Under peeling paint and loose wallpaper
- § Under carpeting near baseboards
- § In upholstered furniture seams
- § Under light switch plates or electrical outlets

(Mayo Clinic)

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### References:

"Bedbugs." Mayo Clinic Staff. *MedlinePlus*. Accessed from <http://www.mayoclinic.com/health/bedbugs/DS00663/METHOD=print> on 9/3/2010.

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# flushable?

## think again ...



### The toilet is not a trash can.

Many items marketed as disposable and/or flushable do not degrade like toilet paper, and they wind up clogging pipes, tangling pumps and causing messy sewer backups into streets, businesses and homes.

### What not to flush:

- Vitamins, medicines or other pharmaceuticals
- Diapers (cloth, disposable, or "flushable")
- Facial tissues
- Baby wipes, disinfectant wipes, moist wipes, etc.
- Toilet bowl scrub pads
- Swiffer products
- Napkins (paper or cloth), paper towels
- Dental floss
- Fats, oils and greases
- Sanitary napkins, tampons, condoms or any non-organic material
- Wash cloths, towels, rags, underwear (any cloth item)
- Plastic wrappers or packaging

### So what CAN I do?

- Only flush human waste and toilet paper.
- Avoid purchasing "flushable" items. Clean with a sponge or rag that you can reuse.
- Compost your food waste.
- Discard hazardous materials such as used motor oil, antifreeze, etc. at the Household Hazardous Waste Facility.
- If it can't be reused, recycled or composted, please place it in the garbage.



## Think before you flush.



City of Cohoes  
Department of Public Works  
(518) 233-2139  
www.cohoescity.com

**Albany Community Action Partnership  
EARLY HEAD START / CHILD CARE PARTNERSHIP PROGRAM**

6 Weeks to 3 Years of age

People with a DSS Day Care Subsidy Encouraged to Apply

Albany Locations: 25 Monroe Street and 170 Ontario Street

Hours: Monday through Friday 7:30AM until 5:30PM

**Apply Today**

Phone: 518-463-3175 option 2

In Person: 333 Sheridan Avenue, Albany, NY

The Early Head Start Program Promotes the Physical, Social, Emotional and Cognitive Development in a Safe and Nurturing Environment

Nutritious Breakfast, Lunch and Snack

Diapers, Wipes, Formula Provided

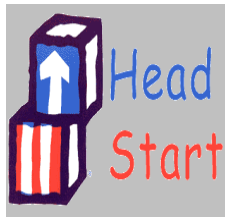
No Parent Fee

Quality Early Childhood Education

First Aid and CPR Certified Staff

Developmental Screenings

Parent Education Opportunities



THE POWER OF CHANGE

**Albany Community Action Partnership HEAD START**

Free Early Childhood Education Program

For Children Ages 3 and 4

Enrolling now for

Albany, B-K-W, Colonie, Cohoes, Green Island, Watervliet and Ravena

**Apply Today**

Phone: 518-463-3175 option 2

In person: 333 Sheridan Avenue, Albany, NY

Individualized Education

High Level of Parent Involvement

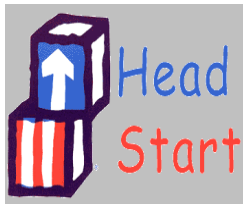
Nutritious Breakfast & Lunch

First Aid and CPR Certified

Quality Early Childhood Education

Developmental Screenings

Literacy Support



THE POWER OF CHANGE

Cohoese Housing Authority

## Zero Tolerance for Drug Use!

The Cohoes Housing Authority has a zero tolerance for drug use. If any tenant is found to have violated this policy, this means the mere arrest is cause for immediate eviction (we don't need a conviction). Is your apartment worth this? Even more are your children worth the risk? Have a problem? Help is available, but you have to want it.



### March Board Meeting

The next CHA Board Meeting will be held in the Manor Sites Community Room

on **March 20th** at 5:00pm. Everyone is invited. We will also be going to the other sites as well in the upcoming months.

## FRAUD = STEALING

Fraud is working and not reporting your income. Fraud is having someone live with you and not reporting it to the office. Does this fit someone you know? If so report it to the office. All calls are handled confidentially.

## 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.**

## 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 when you see them around the sites. They are not authorized to make any repair calls without an approved work order. This allows for better and more efficient service.