



Watervliet Housing Authority



January 2012

Charles V. Patricelli, Executive Director

WE'RE ON FACEBOOK



Santa Claus Visits Watervliet Housing

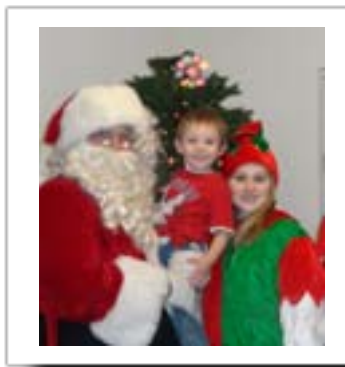
For the 30th straight year the Watervliet Housing Authority has visited the children of the apartments. Co-workers, dressed as elves, visited 200 children a few days before Christmas to get last minute requests. Office elves arranged the hundreds of gifts in proper order to help Santa organize his deliveries. Check out pages 9-11 of this newsletter for more pictures of our special night!

Thank you for making our 30th annual Christmas visit a huge success! It's a lot of fun for the children and for us as well. Special thanks go to Charles Patricelli, Bob Beston Matt Ethier, Mary Jo Hughes, Char Collins, James Verhagen, Tabitha Shevy, Patrick Ethier, and Scott Kilcullen for volunteering their time to deliver gifts, and we can't forget Santa & Mrs. Claus (shhh... it was Mark & Karen Gleason).

Thank You!

Special Thanks...

...to Friends of the Watervliet Library, St. Pius and Immaculate Heart of Mary, Watervliet High and Elementary School staff and teachers, City Hall employees and families, Social Security Office of Albany, NYS Retirement, Office of Mental Health, and so many more that took tags from the Housing Office and purchased gifts for the children. Also to the Watervliet Charitable Foundation and Jermain Church and so many more for a financial gift to purchase presents for our children. Thanks to all those that again made this a huge success. The faces on the children makes it all worthwhile.



For Your Information:
The WHA Office will be closed:
January 2nd

• Watervliet Housing Authority 273-4717
ext. 201 Mary
ext. 203 Matt
ext. 204 Daria
ext. 205 Mary Clinton
ext. 201 Charles

or
office@watervliethousing.org

• Emergency Number
273-6085 (after hours)

• Watervliet Police Dept.
270-3833

• Watervliet Fire Dept.
273-6622 or
270-3826



We have a Web site... **WatervlietHousing.org**
Check us out.

Around the WHA...



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Enrolling 3-4 year olds! **HEAD START**

FREE EARLY CHILDHOOD EDUCATION

518.463.3175

www.albanycap.org

THE POWER OF CHANGE



TAX REFUND?
Don't pay for an
instant refund
when you can
get it for **FREE!**



The Volunteer Income Tax Assistance (VITA) program through Albany Community Action Partnership is sponsored by the Internal Revenue Service (IRS) and offers free help with income tax return preparation to people of low-income (under \$35,000 annually).

Our VITA volunteer staff receives IRS training so they may help you prepare your income tax returns according to the current taxation laws. The VITA program also offers free electronic filing of your completed tax return. All services are provided with the strictest confidentiality and accuracy of information.

The VITA program is open to the public and starts on February 1st and runs through April 15th. Services are **by appointment only**.

These ACAP locations below are providing VITA program services:

Cohoes Community Outreach
30 White Street
Cohoes, NY 12047
Tel.: 518-237-9201
Call for an Appointment

What is an emergency?

When you call the emergency number, please remember it is only for emergencies. What is an emergency? A gas leak, an electrical problem not related to a circuit breaker or a National Grid power outage are emergencies. A



toilet not working, or a water leak that can't be stopped or a sewer back up are emergencies. A lock out is also something that you can call for, but there is a charge. A dripping faucet, a light out, a blown circuit breaker are **NOT** emergencies. Also a broken refrigerator, or range are also not emergencies. All must be called in the next business day or you can leave a message on the office phone extension 201.

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.

Around the WHA...



Painting Policy for all WHA tenants

Any tenant requiring their apartment to be repainted and require more than one coat of paint the tenant will be charged for the additional expense. This may be caused primarily due to smoking in the apartment. This policy is for those currently residing. For those that vacate it will be charged against your security deposit.

Safety Tips for Joslin and Hanratta Tenants



If the air/exhaust vent is covered by snow or damaged by falling icicles, the exhaust may be blocked and cause malfunctioning of the unit. Keep the area around the air/exhaust

vent free of snow and icicles.

Do not use this appliance for anything other than heating your apartment.

Do not allow anyone to sit on or lean against the appliance.

Do not place articles containing liquids on the top of the heater. Liquids spilt on the controls may cause extensive damage.

Young children should be supervised at all times. Hand or body contact with the levers should be avoided.

WE'RE ON FACEBOOK

facebook

Snow

Shoveling the snow from your sidewalk is essential and it is part of your lease, with the exception of seniors. The Housing Authority will back charge to clear any walks or porches that are not cleared within 24 hours of a snowstorm. **Also, be sure your car is moved by 9 am the day after it snows so we can plow. Cars will be towed so we can be sure the area is clean. This is for your and others safety to make the parking areas safe. DO NOT PARK IN THE PIONEER PARKING LOT**



Do you have a plunger?

This is a \$5 item at most stores and could save you over \$50 in maintenance costs. We had a call during our last snow storm that they had a plugged toilet.



The tenant had to wait 5 hours before someone could be freed up to go to the apartment. If they only had a plunger they could have corrected the problem themselves. Also, a overtime call for a plugged toilet is a charagable cost to the tenant. So please, make the investment and put it on your shopping list.



WVLT channel 17
on
Time Warner
Cable
Check WVLT
for any
school closings!



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For your information...



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ARE YOU GOING TO BE A HIGH SCHOOL GRADUATE THIS JUNE?

If so, we belong to a New York State Association of Housing Authority Directors that provide a scholarship of \$1000 to one graduating high school student. This scholarship is for high school seniors living in public or assisted housing. If you would like an application you can go to the housing office to pick one up.



Are your windows closed?

If you're feeling a draft most likely your windows MAY look closed but they are not locked. These new windows have a felt on both sides of the windows and when you pull them down they drag the top window down with the lower window. Thus, it may look closed but the top window has a gap causing a draft. To check properly the two windows where they meet at the window locks should be perfectly smooth. If not it will mean that they are out of level and the window is NOT closed. If you need help, we'll stop buy to help you. Just give us a call. From now on we'll be going to Hanratta and checking the windows the months of January and February our coldest months to see that they are all closed properly.



Candle blamed for Apartments fire

A lit candle in a bedroom of an apartment in the Hampshire House in Schenectady is being blamed for the fire that destroyed 35 of 57 units. The candle was being used during a power outage. Authorities are unsure whether something brushed against the flame or if the candle fell over.

PLEASE BE SURE LIT CANDLES ARE PUT IN A SAFE PLACE AND ARE IN EYE VIEW AT ALL TIMES. DO NOT LEAVE CANDLES BURNING UNATTENDED!

Grease Fire! This can happen to you!



You never know what will happen. Luckily their fire detector was working and they used the fire extinguisher we supplied to put out the fire. Are you risking everything? Clean up splattered grease immediately, never leave your stove unattended, and check your exhaust fan to be sure it is clean. The fire can flash up to the shield very quickly.

Check your smoke detector now, never disconnect them. You could have been the neighbor and was your detector working? Call in if the fire extinguisher is empty and check both monthly. Sheetrock, range hood and the stove can be replaced, a life cannot.

Are you Ready for the next storm or emergency!

In light of the recent snow/ice storms and the power outages that followed the Watervliet Housing Authority has comprised a list of items to have in the event of an emergency and several guides on what do. It is important that those items are in a single location for quick and easy access.

Food and non-perishables:

Ready to eat canned meats, fruits, vegetables, dry cereal or granola, peanut butter or nuts, crackers, canned or jarred baby food and formula, pet food, high energy food, jelly, specialty food for elderly or those on special diets, and pet food if needed.

Medical, health, and emergency supplies:

Prescribed medical supplies, soap, alcohol-based hand wash, medicines for fever, thermometer, vitamins, fluids with electrolytes, cleansing agent, flashlight, batteries, portable radio, manual can opener, garbage bags, tissues, toilet paper, disposable diapers, and a First aid kit.

Important documents:

A list of family physicians, important medical information, and the style and serial number of medical devices, identification, insurance information, will, contracts, deeds, stocks and bonds, passports, social security cards, immunization records, bank account numbers, credit card account numbers and companies, inventory of valuable household goods, important telephone numbers, and family records.

Household supplies and equipment:

Battery-powered radio or TV, plastic bags-zip sealing, fire extinguisher (ABC type), food thermometer, work gloves, duct tape, electrical tape, clean-up supplies, dust masks, and disinfecting spray.

First Aid Kit:

20-adhesive bandages-various sizes, 1-5"x9" sterile dressing, 1-conforming roller gauze bandage, 2-triangular bandages, 2-3x3 and 4x4 sterile gauze pads, 1-3" roll cohesive bandage, 2-germicidal hand wipes or waterless alcohol-based hand sanitizer, 6-antiseptic wipes, 2-pair large medical grade non-latex gloves, adhesive tape-2" width, antibacterial ointment, cold pack, scissors, tweezers, and a CPR breathing barrier.

Entertainment:

Games (card, board), books, and a portable music device.

Storage:

You should store all water in a thoroughly washed plastic, glass, fiberglass, or enamel-lined metal container. DO NOT use a container that has held toxic substances. Seal the water containers tightly, label them and store in a cool, dark place. Change the water every six months.

When storing, keep food in a dry cool spot, preferably dark. Keep food covered at all times. Inspect all food for signs of spoilage before use.

Family Plan:

Another step to be prepared for an emergency is to set up a family emergency plan. There are two main steps you can take to create a family emergency plan. First, find out what types of emergency can happen to you. You can do this by contacting the local chapter of the Red Cross. Ask them about what type of emergencies can occur, how can you prepare for them, animal care after an emergency, how to help elderly or disabled persons. Find out about emergency plans at your workplace, your child's school, or other places your family spends time. Second, create an emergency plan. Meet with your family and discuss why you need to prepare for an emergency.

We have emergency generators at Day/Quinn and Hanratta for heat, we are currently looking into an emergency generator for Hilton. If you are TOO cold or TOO hot we have both the Quinn and Hanratta Community as temporary shelters.

WATCH WVLT IF POSSIBLE, FOR ANY ANNOUNCEMENTS!



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Bed Bugs are here!

One of our neighboring apartment complexes, NOT HERE IN WATERVLIET HOUSING, had their first case of bed bugs and they were taken care of quickly, but not quickly enough. Apparently the tenant didn't want to tell us because they were embarrassed. Why? They are everywhere and it has nothing to do with your income or how nice your apartment. The longer you wait to inform us the harder and more expensive the task to get rid of them. Please don't be embarrassed. Tell us as soon as you think you have a problem. You can call and talk to us confidently in the office and we'll keep the problem as low key as we can. If you fail to tell us, the cost for the extermination can be placed on your account. Questions? Call us NOW!



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Money Saving Tips!

Going hand and hand with an effective household budget is saving money on those things that you truly need. To start saving, take an inventory of your needs to see where you can shave the dollars. Begin with the biggest items first, where the most potential for savings is, and move down the scale to the less expensive items. A moderate savings on one of the **big items** (houses and cars) combined with savings on the smaller items (food, clothes, etc.) can reap a large reward in your total budget. The following are some thought starters:

General Tips

Distinguish between Wants and Needs: You will save a ton of money if you don't mistake **wants** for **needs**. Needs are pretty simple to identify—those items that are necessary to sustain: Shelter, food, clothing, transportation. Wants are those things that enhance or possibly improve our family life. A car is a need. Unless necessary for your business. Avoid the silly purchases of things you rarely or never use. Before you buy something, especially items with big price tags, borrow one, rent one or try one out before you plunk down the cash.

Specific Tips

RENT: In all probability, your rent will be the largest single expense in your budget. This has to be one of your major concerns, you don't want to risk losing your home!

Cars. For most families, the next biggest ex-

pense is their car(s). Mistakes made here can often be as costly (on a monthly basis) as mortgage miscues. Take a look at the vehicle(s) you presently own. Do you own too much vehicle for your needs? Could you downsize and save money, not only in monthly payments but also in maintenance, insurance and operating expenses?

And the Smaller Ones that Add Up

Insurance. Most of us pay our automobile and homeowners insurance premiums by habit, rarely if ever making comparisons. With many families insurance costs totaling over \$2000 a year, even a 15% savings equates to \$300 annually. Some hints from the Insurance Information Institute on saving money on your **homeowners insurance** include:

- **Be sure to shop around.** It may take a little time, but it could save you money.
- **Raise your deductible.** Deductibles on homeowners policies typically start at \$250. By increasing your deductible to \$500, you could save up to 12%.
- **Beef up your home security.** You can usually get discounts of at least 5% for a smoke detector, burglar alarm or dead-bolt locks.

MOLD

Mold can be a serious problem and cause harm to you and your family, and you may not even know you have it. Sometimes mold can be hard to detect. A musty or earthy smell is one sign of mold. Mold can be any color and is often staining and fuzzy. Wet spots, dampness, or water leaks may lead to infestations of mold.

It is important to get rid of mold in your home as quick as possible. Small areas or patches of mold can grow bigger and bigger and become more severe if ignored. Small areas can be cleaned by wiping it down with detergent solution or bleach. Make sure to wear a mask, safety goggles, and rubber gloves when doing this. Be sure to dry the area after wiping it down. If the mold grows back or is very large, call a professional for help.

Mold can be hard to get rid of but easy to prevent. Here are some tips to help you protect your home from mold:

- Keep your home dry and the humidity low.
- Find and fix any water leaks
- Get rid of clutter and excess stored materials.
- Clean your house regularly



Move it...

...Avoid towing charges after a snow storm

Be sure the correct information for all vehicles registered to your apartment is on file at the WHA Office. Please return this information to the WHA Office to avoid any confusion while crews are out plowing. Do not risk having to pay the fees if your vehicle is towed! We will try our best to notify you in advance but we make no promises that this will happen, you are required to move the vehicle by 9 am the day following the storm, check up to date details on our website, and Channel 17. Also, with the new technology available, we are trying to make a COURTESY call to you're registered phone number you have on file. Again, this is a COURTESY call, if you don't get the call or hear the siren or whatever the policy stands, you **MUST REMOVE THE CAR BY 9AM THE DAY FOLLOWING A STORM!**

Name: _____

Apt. Complex and #: _____

Telephone #: _____ E-mail Address: _____

Vehicle 1: Make _____ Model _____

Color _____ License Plate _____



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THANK YOU FOR YOUR COOPERATION.



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Does your apartment need to be painted?

Every 5 years we will re paint your apartment.

We have hired a company to paint the apartments .



Mary has sent out notification letters, so now is the time for inside work. If you didn't get a letter and think you should have your

apartment painted, call and let us know.

Computer for Kids Program



If your son or daughter is attending high school or college and doesn't have a home computer, give the office a call. We have donations of older but usable computer parts and then reassemble them into computers for children in the housing authority that need them. It will be on a first come first serve basis with the older children receiving priority. Don't wait call us now.

Emergency Evacuation



Are you wheelchair bound? Do you use oxygen?

In the event of a fire can you leave your apartment?

Many times we don't know who can't leave

their apartments in the event of an emergency. If at night, the Fire Department certainly doesn't know. Call now and let her know so we can put this in our file and then send it to the Police and Fire Departments. If you are a neighbor of someone that you think would need assistance in the event of a disaster, call and let us know and we'll check it out.

Have you had enough of drugs?

Then do something about it.

Use this coupon and report suspicious signs of drugs. We don't need drugs in our city and it's up to us to help stop it. Don't assume "we know." It's up to us to do something about it for our children. This year we had 3 evictions based on drugs!

ENOUGH

I've had enough of drugs in my neighborhood!

I've reason to believe that _____

is using/dealing drugs.

I'm suspicious of activities at _____

I've noticed the following license plates on cars in the vicinity of suspected drug activity _____

My name: (optional)

My address: _____

My phone #: _____

Mail To: **Enough!**

Watervliet Police Department
Watervliet, NY 12189

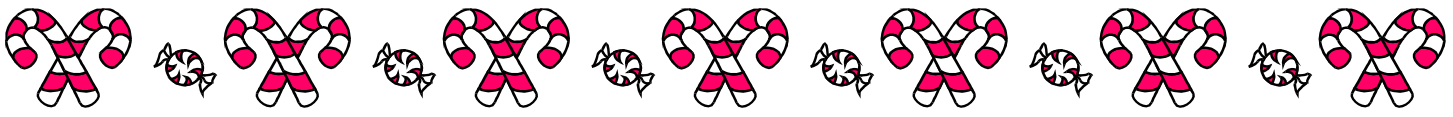
**YOUR CONFIDENTIALITY
WILL BE GUARDED.**

Santa Visits Our Kids

2011



If a photo was taken at your apartment they are at the office for you to pick up!



Special Thanks to the student volunteers from Heatly High School for helping decorate the Green Island Senior building. They did a terrific job and on behalf of the Green Island Board and WHA staff it was greatly appreciated.



HAND MADE HATS, MITTENS & GLOVES

Judy Kane president of The Friends of the Watervliet Library once again this year is graciously supplying the Watervliet Housing Authority with an abundance of beautiful handmade hats, mittens and gloves. The Friends knitting group meets weekly at the Library, they work year around to provide the WHA children with warm hats and mittens. Please stop by the office to pick out your hat, mittens and gloves today.



2011



2011

**Hanratta Seniors
enjoy their
Christmas party,
with the help of the
Varsity
Cheerleaders of the
Watervliet High
School**

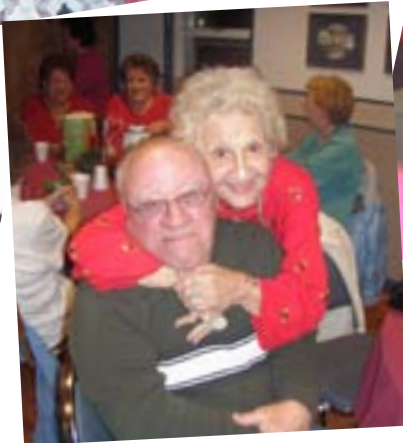
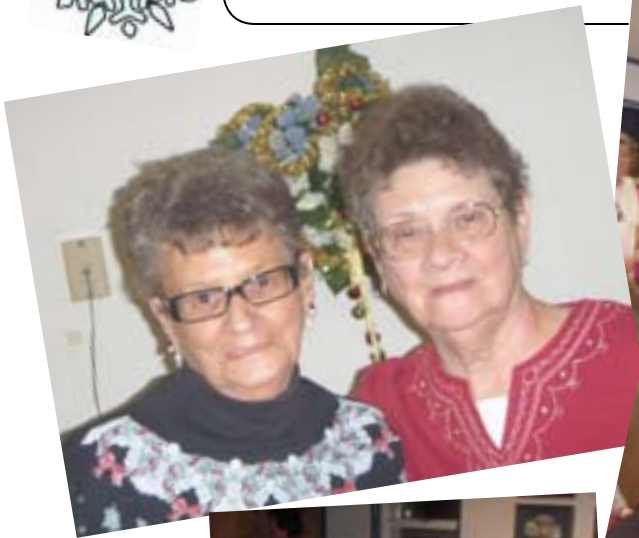




Nassau Band
Visits Hanratta



Quinn Christmas Party



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Addictive Behavior



By Bob Christiansen

Binge Drinking

One of my high school students related the fact he does not have a problem with his drinking because he only gets drunk on occasion, and usually after heavy bouts of drinking. His description reinforces what a lot of people think. Adolescents especially tend to equate alcohol abuse or alcoholism with what they drink, when they drink, and how they drink, often selecting the definition that does not contain their particular drinking habits.

This month we will focus on the topic of binge drinking. Binge drinking involves drinking to the point of intoxication and staying drunk for several days at a time. Binge drinking may end in vomiting and passing out, and the drinker may frequently suffer from memory blackouts of events that occurred while drinking.

Some of the signs of binge drinking are as follows:

- Uncontrollable urge to continue drinking
- Drinking heavily for no special reason
- Memory blackouts
- Morning-after shakes
- Seeing or hearing bizarre things that aren't there after a drinking bout

- Eating very little or irregularly while drinking
- Avoiding family or friends while drinking
- Financial and work problems related to drinking
- Inability to stop or control drinking
- Delirium tremors and other withdrawal symptoms when deprived of alcohol

Keep in mind that there are various degrees of binge drinking, with various signs and symptoms. The bottom line is that if you think you have a problem, you probably do and you should seek a professional evaluation. Self-treatment for severe problems is generally not effective. The binge drinker must first acknowledge that he or she has a health problem. Binge drinkers have little or no control over their alcohol dependence and are likely to injure themselves or others. Unless treated, it is chronic, progressive, and eventually fatal.

A special caution: Withdrawal or detoxification from habitual binge drinking requires medical supervision. Abrupt withdrawal can result in delirium, convulsions, and other serious symptoms. Seek professional help.



NEW program start dates!
No guarantee of restored service!
Be prepared with full documentation!

HEAP

Home Energy Assistance Program

APPLICATION ASSISTANCE

Starting on November 16, 2011 for **REGULAR BENEFITS**, Albany Community Action Partnership (ACAP) will provide HEAP application assistance to Albany County residents filing for energy benefits.

New Program Start Date: November 16 regular benefits

Income-Eligibility:

Family Size	Gross Income Limit
1	\$.00 - \$2,146.00
2	\$.00 - \$2,806.00
3	\$.00 - \$3,466.00
4	\$.00 - \$4,127.00
5	\$.00 - \$4,787.00
6	\$.00 - \$5,447.00
7	\$.00 - \$5,571.00
8	\$.00 - \$6,685.00

To apply you will need:

- **Proof of Income:** All household income for the last 4 weeks which includes pay stubs for last 30 days, unemployment income, child support, and all other household income
- **Identification:** Picture ID for the person that is applying & Social Security cards for ALL household members (if you are missing a card the ONLY alternative is an official correspondence from the Social Security Administration)
- **Utility Bill:** Most recent (within 30 days) vendor statement or utility bill, or rental lease/ statement from landlord indicating that heat is included.

*ADDITIONAL DOCUMENTATION MAY BE REQUIRED

ALBANY
333 Sheridan Ave., Albany, NY
518-463-3175



THE POWER OF CHANGE

COHOES
20 White Street, Cohoes, NY
518-237-9201

Visit us at www.albanycap.org



January

2012

Attention all Seniors with lobbies: ICE MELT

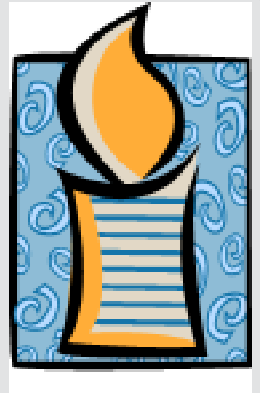
There is a bucket in the front entrance of every senior hallway, please help us out, spread a little on the walkway when you are leaving your apt if you see that it is icy. If you see the pail going empty,



please let us know. Please be safe and not sorry.

Candles can be dangerous!

Yes, they look nice and smell nice but they can be extremely dangerous.



Candles are the leading cause of house fires.

Single Mom Achieves Dream of Becoming a Healthcare Professional

At 23 years old, Kathryn came to Albany Community Action Partnership's doors a depressed single mom in search of any job. Unable to afford a place of her own, she had been sleeping on a relative's living room floor with her young son in her arms each night. Due to ACAP's strong partnership with the Department of Social Services, Kathryn quickly got a DSS advocate who helped her obtain a small apartment. With this stability and renewed optimism, Kathryn disclosed her dream of becoming a nurse. At no cost to her through ACAP'S CAREER SERVICES PROGRAM, Kathryn was able to obtain three nursing assistant credentials (PCA, HHA, and CNA) and was soon hired as a CNA with Teresian House. After only one month on the job, Kathryn began earning enough money to close her public assistance case. Kathryn continues to stay active in ACAP's Career Services program by developing a family budget, meeting monthly with staff to receive job retention skills, and working towards her long-term goal of becoming an LPN. Coupled with Kathryn's incredible determination and ambition, ACAP was able to help Kathryn become the self-confident woman and mother she is today.



Do you share Kathryn's dream of getting into the medial profession? Come to an ACAP orientation on the 1st or 3rd Monday of each month (333 Sheridan Avenue, Albany NY) at 10am to review the Career Services program offerings and see if you qualify to receive FREE education and credentialing to become a Personal Care Assistant (PCA), Home Healthcare Aide (HHA), Certified Nursing Assistant (CNA) and/or Licensed Practical Nurse (LPN). At ACAP, you will also receive FREE job placement and retention services to make sure you get and keep the right job!

For more information, visit www.albanycap.org or call 518-463-3175. Your future awaits!

Albany Community Action Partnership (ACAP)
333 Sheridan Avenue
Albany, NY 12203
518-463-3175
www.albanycap.org

ACAP Career Services Job Search Techniques Series #1: Email Etiquette



It's important that all your communications are as professional when searching for a job, even your emails. In short, your email messages should include words, not acronyms or slang, full sentences, paragraphs, and detailed information on who you are and why you are sending the email. And don't forget to attach your resume before you press 'send.'

Email Account

Make sure you have an email account name that is appropriate for business use i.e. `firstname.lastname@gmail.com`. There are a variety of free web-based email services, like Gmail and Yahoo, which you can use. It also makes sense to set up an email account just for job searching, so your professional email doesn't get mixed in with your personal mail.

Where Your Email Messages for a Job Should be Sent

When possible, send your email to a contact person, rather than a general email box. Send a copy to yourself, so you have a record of the emails you have sent and the jobs you have applied to. Being organized is critical.

Email Subject

Your email message will need a 'subject.' If left blank it will probably end up in a Spam mailbox or being deleted. Make sure you list the position you are applying for in the Subject Line of your email message, so the employer is clear as to what job you are applying for.

Email Subject Line Examples

- Subject Line: Nursing Assistant Position
- Subject Line: Receptionist Position

Email Message Content

If you have a contact person, address your email to Dear Mr./Ms. LastName. If you don't, address your email to Dear Hiring Manager or HR Director.

When you're applying for a job via email, copy and paste your cover letter into the email message or write your cover letter in the body of an email message. If the job posting asks you to send your resume as an attachment, send your resume as a PDF or a Word document.

When you're inquiring about available positions or networking, be clear about why you are writing and the purpose of your email message.

Include an Email Signature

Include an email signature with your contact information, so it's easy for the hiring manager to get in touch with you.

Sample Email Signature

FirstName LastName Email Address Phone Cell Phone LinkedIn Profile (Optional)

Double Check Your Email Message

Make sure you spell check and check your grammar and capitalization. They are just as important in an email cover letter as in paper cover letters.

Send a Test Message

Before you actually send your email, send the message to yourself first to test that the formatting works. If everything looks good, resend to the employer.

Happy Job Searching!

Look for our Series#2 article on social media etiquette next month!

Call today at 518.463.3175 for more information on ACAP's Career Services or come to one of ACAP's weekly orientations held every Monday at 10am at 333 Sheridan Avenue, Albany NY 12206. www.albanycap.org

*Article content courtesy of Alison Doyle on About.com entitled, "Job Search Email."



CERTIFIED NURSING ASSISTANT (C.N.A.) TRAINING

Program requirements include:

- A high school diploma or GED
- Ability to pass a Criminal History Record Check (CHRC)
- Current physical and PPD
- Immunization records
- Household income eligibility requirements

ALL INTERESTED CANDIDATES MUST ATTEND AN ORIENTATION

20 White Street, Cohoes, NY 12047

CALL 518-237-9201 FOR DATES & TIMES

The C.N.A. training is offered by Schenectady County Community College (SCCC) through a grant from HHS. ACAP offers the orientation, screenings, and support services through a partnership with SCCC.

Note: This document was supported by Grant 90XF0007/01 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.



Do you have a suggestion? Email us or just drop us a note. We are constantly looking for new ideas, or even those that want to volunteer to help, call us now!



One of the missions of both the Cohoes and Watervliet Housing Authority is to provide safe housing to our residents. Due to the tragic incident that happened at Ogden Mills Plaza this past week, we would like to forward some safety tips.



Building Entry

- NEVER allow strangers to enter the building as you are leaving or entering any apartment building. Be aware of anybody hanging around the door who looks disinterested but makes a dash to hold open the door after it has been unlocked. Make sure all outer doors are kept locked at all times.



- DO NOT buzz anyone you don't know into the building. Criminals have been known to randomly buzz people's apartments saying it is a delivery person or relative and another tenant is not answering so can you please let them in.

Elevators

- Look to see who is in the elevator before entering.
- DO NOT enter the elevator if you do not feel comfortable; Wait for the next one.
- When in the elevator stand beside the control panel and know where the emergency alarm button is.
- If a suspicious person enters the elevator, exit before the door closes.

General

- If you lose your keys, report it to the office immediately. We will replace your locks for a fee but your safety and the safety of the other tenants is well worth it.



- ALWAYS be aware of your surroundings.
- Have your key ready when approaching your front door.
- Never open your door automatically and always use your peephole.
- Lock your doors and windows.
- Never let a stranger into your home.
- Vary your daily routine.
- Avoid walking alone at night. Try to have a friend accompany you in high risk areas . . . even during the daytime.
- WHILE SHOPPING . . . Don't display large sums of cash, use checks where possible.
- Don't hesitate to report crime or suspicious activities.

We will hold a General Tenant Meeting at Hanratta Community Room on Friday January 13th at 11am



Energy Savings Bulbs Handling and Disposal Policy



Energy Saving Bulbs likely contain Mercury. Mercury is dangerous and should be handled carefully. Extreme caution shall be followed when a bulb is broken. Tenants should follow the following procedure.

If a bulb is broken adhere to the following procedure:

1. Assume bulb has mercury present.
2. Leave room for at least 15 minutes.
3. Do not clean with a vacuum cleaner.
4. Put on rubber gloves and mask.
5. Use a normal broom or brush and place in a sealed bag.
6. Do not dispose of with normal trash. Add to battery bin or with similar hazardous material.

If you are unsure or unable to follow these instructions please call the main office and request assistance.



City of Watervliet Emergency notification system is now in place

We are encouraging everyone to register for the emergency notification system in place with the City of Watervliet. You can go on the City of Watervliet website www.watervliet.com and click emergency notification center, the link to sign up is there. You can also call City Hall at 270-3815 someone can register you over the phone.

This is very important if we ever have a flood, water line break, snow or any other emergency. The system can also send texts. It is FREE and can be very helpful.



January 2012

Charles V. Patricelli, Director

Watervliet
Housing
Authority

2400 Second Avenue, Watervliet, NY 12189