

## EMAIL LIST

If you don't already receive our emails and want to, please email [kspain@watervliethousing.org](mailto:kspain@watervliethousing.org) with your name and apartment number to be added to our list. We will be able to send you important information about work being done around the sites, community events, and any policy changes being made at the Watervliet Housing Authority. Please be sure the office has all of your contact information up to date in our system including a working phone number, email address, and current license plate number. We **need** to be able to contact you efficiently.



## WATERLIET HOUSING AUTHORITY

EXECUTIVE DIRECTOR, MATTHEW ETHIER

(518) 273-4717

2400 2ND AVENUE, WATERLIET, NY  
WWW.WATERLIETHOUSING.ORG

DECEMBER  
2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1 WORLD AIDS DAY	2	3
4	5	6	7 LAST DAY RENT IS DUE	8	9	10
11	12 ANNUAL SANTA VISITS	13	14	15	16	17
18 HANUKKAH BEGINS	19	20	21 FIRST DAY OF WINTER	22	23 OFFICE CLOSED	24 CHRISTMAS EVE
25 CHRISTMAS DAY	26 HANUKKAH ENDS OFFICE CLOSED	27	28	29	30 OFFICE CLOSED 1/2 DAY	31 NEW YEAR'S EVE

## HEATING YOUR APARTMENT

**Hilton and Quinn Tenants-** Your heat turns on automatically when the outside temperature is below 55 degrees. If you are too cold or too hot, please notify the office and we will do our best to accommodate you and get your apartment to a comfortable level. **If your apartment gets too hot, do not open your windows.** If windows are left open, even a crack, your radiators may freeze and then burst causing significant damage inside your apartment and possible personal loss. You will be charged for repairs if you are deemed responsible.

**Hanratta, Joslin, Day & VRV Tenants-** You are able to control your heat. If your heat is not working, please call the office immediately, as they may need to be bled. In the event that your apartment gets too hot, please call the office. **If your apartment gets hot, do not open your windows.** If windows are left open, even a crack, your radiators may freeze and then burst causing significant damage inside your apartment and possible personal loss. You will be charged for repairs if you are deemed responsible.

## WHA HOLIDAY SCHEDULE

The WHA Office will be closed on Friday, December 23rd for Christmas Eve and Monday, December 26th for Christmas Day. We will be closed from 12 PM to 4 PM on Friday, December 30<sup>th</sup>, and we will be closed all day on Monday, January 2nd, 2023. Have a happy and safe holiday season!

## **NYSPHADA SCHOLARSHIP**

A scholarship for high school seniors living in public or assisted housing. Applications are due by February 13<sup>th</sup>, 2023. Eligibility checklist- Applicant must be a high school senior and reside in a NYSPHADA member agency (public housing) & the student must have at least a "B" average on his/her school's applicable scale during his/her high school career, cumulatively, to be considered for the scholarship. If you need an application, they are available in the office. We strongly encourage all eligible students to apply.

## **SANTA VISITS**

Santa will be making his way around WHA sites on Monday, December 12<sup>th</sup> beginning around 5:30pm. Santa's elves will be delivering gifts to each apartment during the day on 12/12. If you are not home, we will leave the gifts inside of your apartment. Santa will not be entering apartments, but he will be sure to say hello to your children. Please call the office if you have any further questions.

## **HANRATTA & QUINN POINSETTIA DELIVERY**

WHA staff along with WES Student Ambassadors will be delivering poinsettia plants to Hanratta and Quinn residents on December 14<sup>th</sup>. Please contact the office if you do not want a poinsettia. Thank you!

## **JOSLIN & VRV LAUNDRY ROOMS**

It is your responsibility as a tenant to keep the laundry rooms clean. It has come to our attention that they are not being kept up with. Please note that the laundry rooms are monitored 24/7 with cameras. If we find that you are making a mess and not taking care of the laundry room, you will be charged.

## **INCOME CHANGES**

Don't forget that it is your responsibility to report all income changes within your household. If you are no longer working, have an increase in pay, are receiving unemployment, or you are newly employed, you MUST notify the WHA office. Failure to report ANY changes in income could result in money owed to the WHA.

## **MARIJUANA USE**

Please note that the use and possession of marijuana is still prohibited on all WHA properties. Federal law prohibits marijuana use and possession in federally subsidized housing. Please contact us if you have any questions.

## **LICENSE PLATES & PHONE NUMBERS**

With winter approaching, it is vital that the WHA has your updated car and contact information. In the event we need to move cars to plow, if we attempt to contact you but do not have your vehicle information on file, we will have to tow your car. Please remember that in the event of a big snow storm, we plow the streets the day following the storm beginning at 9 AM. As always, you will be notified via email and phone call if it is necessary to plow.

## **SHOVELING**

In the event of a snow storm, don't forget that it is your responsibility to shovel the sidewalk in front and in back of your apartment. Failure to shovel within 24 hours of a storm will result in a charge to your account. Also, please remember that rock salt is available in all common areas.

## **2023 CALENDARS**

You will be receiving your 2023 calendar from the Watervliet Housing Authority at the beginning of the new year. This calendar is filled with information about the Authority, community, and many important dates you need to know.

## **HEAP**

The Home Energy Assistance Program (HEAP) helps low-income individuals pay the cost of heating their homes. If you are eligible, you may receive one regular HEAP benefit per program year and could also be eligible for emergency HEAP benefits if you are in danger of running out of fuel or having your utility service shut off. You can apply for a Regular HEAP Benefit online at [mybenefits.ny.gov](https://mybenefits.ny.gov).

## **LITTERING**

There has been an excessive amount of litter around WHA grounds. Please make sure that you are cleaning up around your apartment and in all common areas. If you are caught littering, a charge will be applied to your account. Also, please remember that all garbage bags must be stored in your garbage can with the lid on the can properly. Additionally, please watch your children as they play outside. Being unsupervised could lead to unnecessary littering on our sites.

## **HAPPY HOLIDAYS!**

The Watervliet Housing Authority wishes everyone a happy and healthy holiday season.