

Watervliet Housing Authority

Matthew J. Ethier, Executive Director

FEBRUARY 2018

CALENDAR

Office Closed Monday, February 19th (President's Day)

Rent is Due by Wednesday, February 7th
Any payments afterwards will include a \$5 late charge that will increase \$1 each day going forward. Please be sure to check that you're paying the correct rent through the Tenant Portal.

Watervliet Housing Authority
273-4717

ext 201 Kylea
ext 203 Mary C
ext 204 Daria
ext 205 Mike

or
office@
watervliethousing.org

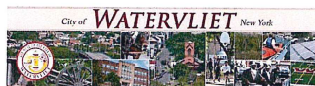
Emergency Number
273-6085 (after hours)

Watervliet Police Dept.
call 911

Watervliet Fire Dept.
call 911



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



Albany County Sheriff's Office
Sheriff Craig D. Apple, Sr.

HEROIN AWARENESS TOWN HALL MEETING

Want Information? Have Questions?
What Can Be Done? Want Help?

Sheriff Craig D. Apple, Sr. and the City of Watervliet
Present

**Status of Heroin Epidemic • Lifesaving NARCAN Training •
Where Heroin Overdoses Are Occurring • Preventative Tips •
How Addiction Starts • How To Get Help**

When

**Tuesday, February 27, 2018
6:00 PM - 8:00 PM**

Where

**Watervliet High School - Auditorium
1245 Hillside Drive, Watervliet, NY 12189**



AROUND THE WHA...



Every Wednesday night the Elks Club hosts Bingo Night! Come and join the fun!

ATTENTION TENANTS

Washing Machines

Please take care of the washers and dryers. Remove the lint from the dryer screens and wipe out the washing machine. Take care of the laundry room and keep it clean.

ATTENTION ALL SENIORS

Ice Melt

There is a bucket in the front entrance of every senior hallway. Help us out and spread a little on the walkway when you are leaving your apartment when it is icy. If you see the pail going empty, please let us know. Be safe and not sorry.

NO SMOKING

In the past, we have had an issue with finding cigarette ashes in stairwells and bushes. It is an Albany County law that no one is to smoke inside of the building or you could be evicted.



FALL PREVENTION

The visiting nurses of Albany are continuing their very helpful Fall Prevention program. Are you prone to falls? Perhaps you could benefit from their services. The Visiting Nurses will come to your home and do an evaluation on home safety. There needs to be an order from your physician to do a fall prevention check. They will make recommendations for assertive devices to prevent injury, such as padded pants. For more information you can call 489-1430.

SNOW REMOVAL POLICY

The day after a large snow storm the WHA staff always begins plowing at 9 am. We will send out an automatic phone message reminding tenants to move their cars. Be sure we have your updated phone number and car information. If your car is not moved by the time our staff is ready to plow, it will be towed and a fine will be charged to you.

WINDOWS AT HANRATTA

We all know that the windows in your apartment are heavy and it's sometimes difficult to push the top window up. If you are having problems, let us know. We can give you a dowel stick to put under the window so it will keep the window up. If the window is open even slightly, it will allow the cold air in. This will make you cold and waste very expensive heat.

Please be sure that all windows and window storm screens are closed!

2018

EMERGENCY NUMBERS

The next time you call the emergency number, think if it's really important or if it can wait until tomorrow. Remember an emergency is a serious electrical hazard or water running that can't be stopped, like a broken pipe (not a dripping sink). If the drain is dripping, put a pan under it or shut the valve. If your refrigerator or stove breaks down, we call a service company to repair them. We cannot fix them on the weekend or at night. If your drains run slowly, it may be the signs of a clog. Call us at the first sign, they usually don't get better.

BATTERY DISPOSAL

The proper disposal of batteries is a critical safety issue for several reasons. First, improper disposal, just throwing them out with the trash, can cause a fire. The chemical reaction between batteries and other materials in the trash can create spontaneous combustion, threatening your safety. Also proper disposal safeguards the environment. To dispose the batteries properly is easy, just bring the used batteries to the main office, taped on the positive end. Place them in the container at the counter. We will handle it from there. For your safety, please dispose of batteries properly.

ATTENTION HANRATTA RESIDENTS

The intercom lobby camera will be switched to channel 1390 on your Spectrum Cable Box effective February 7th.

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 on. 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 on 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.

WVLT CHANNEL 17



WVLT Channel 17 is on Spectrum Cable or 116.2 for regular cable users. Watch WVLT for school closings and important community information.

ARE YOU VISUALLY OR HEARING IMPAIRED?

If so, the WHA has reasonable accommodations for you! We like to accommodate everyone's needs within each of our complexes. All you need to do is let us know and we will assist your needs.

2018

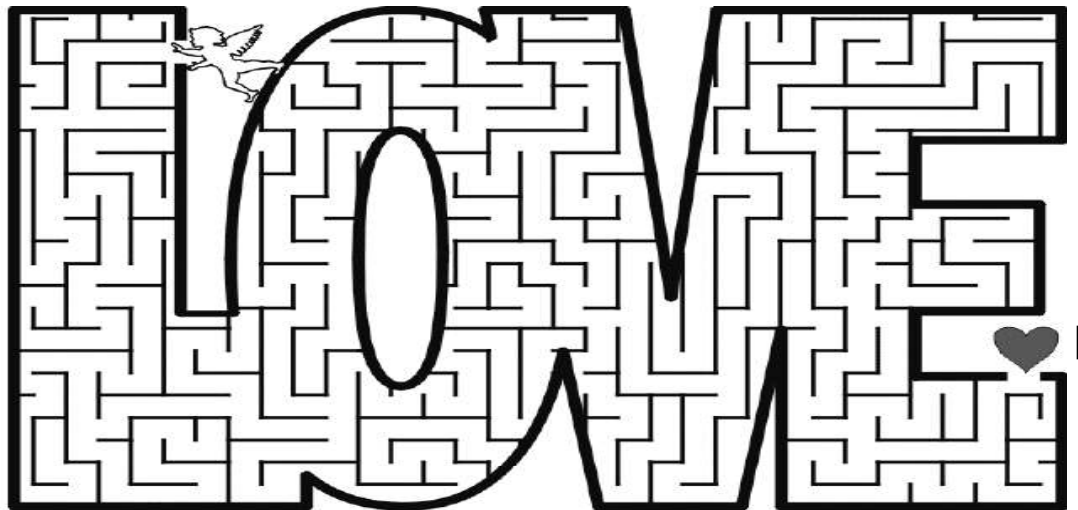
FUN FOR KIDS

2018

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

candy
cards
couples
Cupid
dinner
flowers
holiday
kiss
love
romance
sweetheart
valentines

START



END

FOR YOUR INFORMATION

KITCHEN TIPS

For cleaning sinks, use mild soap powder detergents. DO NOT use bleach or abrasive scouring powder.

To avoid stoppages, never empty grease, coffee grounds, potting soil or other refuse into your sink. If your sink does get stopped-up, don't try to fix it yourself. Notify the office. Never use commercial lye or other drain cleaners to clear-up stopped sinks. Most of the time, they only worsen the problem.

Keep the burners on your stove clear and properly adjusted. Burners should light automatically when you turn the knob. A blue flame means more heat and will not blacken pots and pans. Necessary adjustments will be made without charge. Just put in the request for the service at the office. Also, please wipe the stove top clean after each use to prevent grease buildup and avoid grease fires.

For routine care of wood cabinets, wipe with a soft, dry cloth. For soiled cabinets, wipe with a damp cloth and polish dry with a clean, soft cloth. In case of heavy soil and for occasional cleaning, use a wood cleaner preservative. Polish with a soft, dry cloth.

For routine care of laminated plastic counter tops, wipe with a cloth dipped into mild dishwasher detergent and water. For stubborn stains, you may apply a small amount of mild powder cleanser with a damp cloth. Rinse several times and wipe dry with a clean, soft cloth.

TOP 3 FINANCIAL TIPS FOR 2018

(1) Set a budget and stick to it.

If you haven't done it already, make a list of all your spending for an entire month, and then review it for ways that you can curb expenses for the rest of the year. You'd be surprised at how much that daily boutique cup of coffee adds to the expense sheet.

(2) Eliminate debt.

Bring it under control or eliminate it all together. Pay down on credit cards, home equity loans, or lines of credit. This will free up your money for a variety of good things – like more financial security.

(3) Create a Rainy Day Fund.

Life is full of uncertainty and surprises – an unexpected illness, a job loss, or even the arrival of a new baby in the family. The rule of thumb is to have at least three to six months of living expenses put away for when the unexpected occurs.

2018



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Section 3 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 of which is helping contractors and local businesses who seek new workers, find qualified persons for filling of those positions. Also from time to time we hire persons for grounds keeping, painting, and cleaning services. So that we can facilitate this process, we are asking any resident who wishes to do so to fill out the information sheet and return it to the main office. In doing so, we will be able to link employers with interested persons qualified in the line of work that is available. If you have any questions please contact Nicholas Ostapkovich at 273-4717.

Section 3 Employment Information

Name: _____

Address: _____

Phone Number _____ Email Address _____

Education: High School _____ Associates Degree: _____ Bachelors Degree: _____

Work Experience: (check all that applies)

Construction: _____ Plumbing: _____ Electrical: _____

Computer : _____ HVAC: _____ Laboring: _____

Landscaping: _____ Masonry: _____ Roofing: _____

Clerical _____ Carpentry _____ Mechanical _____

Other Skills and or Experience:

Signature

FOR YOUR INFORMATION

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.

NETWORK JACKS

Routers of any kind are **not allowed** to be plugged into the outlet for your network jack. You are not supposed to plug anything into your outlet because it will interfere with the broadband access and no tenant will be able to get on the internet. We offer free wifi to all tenants. Call the office for more information.

GROUNDHOG DAY

Groundhog hibernation gave rise to the popular American custom of Groundhog Day, held on the second of February every year. Tradition dictates that if a groundhog sees its shadow that day, there will be six more weeks of winter, though such a prediction seems a sure bet over much of the groundhog's North American range.

2018

Do You Drive for Uber or Lyft?

Driving for Uber or Lyft counts as income and must be reported to the Housing Office so we can factor it into your rent. Failure to report this income could result in a 30 Day Vacate Notice.

NEED A HOME COMPUTER?

The Housing office has PC's available. Any tenant that needs a PC, should contact the Office.

AVOIDING FROZEN PIPES



To avoid having frozen pipes in your apartment, be sure to open up all kitchen cabinets below your sink. Turning up the heat as well will keep the pipes from freezing. Preventing a pipe break will cause everyone less headaches in the future!

AROUND THE WHA...

2018

PAINTING OF APARTMENTS

It costs the WHA approximately \$400 for labor and materials to paint an apartment. It is worth it to keep your apartment 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.

KEEP WINDOWS LOCKED

Many windows and doors have been found to be unlocked. Your windows should always be locked for security reasons and to prevent drafts. Call us if you need help.

GARBAGE

Garbage should be in cans and placed out the night before pickup. If a mess is found, you are expected to clean it up. If the authority must take it away, you will have to pay the disposal charge.

SHOWERS

After taking a shower, please check the outside of the tub for water. It's the usual cause of water damage. Please make sure your family is more aware of it, pull the curtain tight, and wipe up any water immediately. You will be responsible for damaged floors.

HILTON/HANRATTA TENANTS

As a reminder, the light over the door inside your apartment is for the generator emergency lighting. When the generator runs every Friday around 3 PM this light should go on for an hour, if it doesn't call the office. In the event of a power failure this is the only light in your apartment. **DO NOT USE CANDLES!**

SAFETY POINTS FOR RINNAI HEATERS

Do not allow anyone to poke anything through the vents. Do not allow young children or an infant to sleep directly in front of the heater. Do not spray aerosols while the heater is operating. Most aerosols contain butane gas, and can be a fire hazard if used near the heater. This appliance must not be used for any purpose other than heating. Save money on your gas bill, clean your filter monthly.

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!

EMERGENCY NOTIFICATION CALL SYSTEM

The Watervliet 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 as quickly and as efficiently as possible. If we have your up-to-date phone number you will be called as long as there is an available person in the WHA 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 included in our system.



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.

Name: _____

Apt. Complex and #: _____

Telephone #: _____

E-mail Address: _____

Vehicle 1: Make _____

Model _____

Color _____

License Plate _____

Vehicle 2: Make _____

Model _____

Color _____

License Plate _____

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FOR YOUR INFORMATION

HOW RENT IS DETERMINED

The rent that you pay is calculated as 30% of the gross annual income for the household, after allowable deductions. Your own household's income determines your rent, so this is why another family, perhaps a family with very similar circumstances to your own, may be paying something different than you.

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; 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 WHA employees; behavior which damages WHA 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 WHA grounds or for illegal drug trade or activity on WHA 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.

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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 we don't know, the Fire Department certainly doesn't know. Call now and let us know so we can put this in our file and send it to the Police and Fire Departments. You must also fill out a Medical Emergency Data Card to hang in your apartment so all first responders are aware of any specific medical issues you may have. 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

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

If so, NYSPHADA provides a scholarship of \$2,500 to one graduating high school student. The runner up will be rewarded a laptop computer. This scholarship is for high school seniors living in public or assisted housing. If you would like an application you can come to the housing office to pick one up.

**The deadline to apply is
February 12, 2018**

RENTER'S INSURANCE

Renter's insurance is a type of policy offered by most major New York insurers. These policies provide contents coverage and liability protection in the event someone becomes injured or if another issue occurs at your residence. A basic policy costs about \$300 a year (\$25/month) for around \$50,000 worth of property protection. Ask the office for more information on renter's insurance.

TENANT PORTAL

Now you can go online and view your balances, account information, and even your open and past work orders! Just go to the WHA website and click on the link to the portal to log in. You can sign in using the first initial of your first name and your full last name as your username and the last 4 digits of your social security number as your password. For more details call the office!

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 clogged 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, an overtime call for a plugged toilet is a chargeable cost to the tenant. So please, make the investment and put it on your shopping list.



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FOR YOUR INFORMATION

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EMERGENCY PREPAREDNESS

In the event of a disaster or other emergencies, are you prepared? What if a disaster caused the power grid to go down for a long period? Do you have the resources needed to survive? Do you have some cash? Because credit cards will not work if the electric grid is down. Do you have some non-perishable foods? Do you have enough water? These are just some of the things to think about in the event of an emergency. To get through this, you and your family need to have a plan in place before the event occurs.

New York State has created a website, **PREPARE.NY.GOV**, which provides valuable information and resources. This includes online training, developing an emergency plan and creating kits to get you through an emergency. Also, they have created an alert system at NY-alert.gov where you can sign up and receive notifications concerning impending emergency situations. We strongly urge everyone to visit these sites and learning how to be prepared.

EMERGENCY CALLS

Please remember that dialing 911 is NOT the only way to reach the Watervliet Police Department. You can still dial (518) 270-3833 and press 1 for non-emergency calls. This will connect you with the Dispatcher who will take your information and dispatch a car if needed. 911 is still an option but not every situation requires a 911 call. Please, regardless of the issue, know they are there to protect you no matter how you call them!

Free Tax Assistance with the NYS Department of Taxation and Finance

Tuesday (2/7, 4/4)

12:30 p.m. - 8:00 p.m.

Thursday (2/9, 2/16, 3/30, 4/6)

12:30 p.m. - 8:00 p.m.

at the Watervliet Public Library
1501 Broadway

Call 274-4471 or email
director@watervlietpubliclibrary.org
to schedule your appointment.

WHITNEY YOUNG

Whitney Young Health Center is now open in Watervliet. Medical patients are being seen there (1804 Second Avenue, Watervliet) Monday-Wednesday, 8am to 3pm.

AMERICAN HEART MONTH

Be heart-healthy. Make a date with your heart! February is American Heart Month, and Valentine's Day is a great time to start taking steps to be heart-healthy.

- Avoid Smoking and Secondhand Smoke
- Limit Alcohol Use
- Maintain a Healthy Weight
- Be Active
- Eat healthy
- Avoid stress

RANDOM ACT OF KINDNESS DAY IS FEBRUARY 17TH

Here are some kind ideas:

1. Pay for the coffee, the toll, or the bus fare for the person behind you
2. Let the person who seems rushed cut in front of you
3. Send a thank-you note to the brave officers at your local police station
4. Be thoughtful – Did your co-worker have a bad day today? Bring them a coffee
5. Hold the door open for someone
6. Let people merge-in during traffic
7. Say “Thank you” a lot
8. Listen when no one else wants to
9. Bring treats to work
10. On trash day, bring your neighbor’s can out to the curb

COLD WEATHER TIPS

1. Turning on the stove for heat is not safe; have at least one of the following heat sources in case the power goes out: extra blankets, sleeping bags, and warm winter coats.
2. Use electric space heaters with automatic shut-off switches and non-glowing elements
3. Never place a space heater on top of furniture or near water. Also, never leave children unattended near a space heater.
4. Keep heat sources at least 3 feet away from furniture and drapes.
5. Have the following safety equipment: fire extinguisher, smoke alarm in working order, carbon monoxide detector.
6. Do not store gasoline indoors where the fumes could ignite.
7. Use individual heavy-duty, outdoor-rated cords to plug in other appliances.
8. Use battery-powered flashlights or lanterns.
9. Avoid using candles as these can lead to house fires. If you do use candles, never leave lit candles alone.

Have a week’s worth of food and safety supplies. Make sure you have the following supplies: drinking water, canned/no-cook food, non-electric can opener, baby food (if baby in the household), prescription drugs and other medicine, first-aid kit, rock salt to melt ice on walkways, flashlight and extra batteries battery-powered lamps or lanterns.

2018

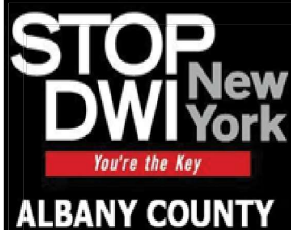
FOR YOUR INFORMATION

TEEN DATING VIOLENCE AWARENESS MONTH

Did you know that roughly 1.5 million high school boys and girls in the US admit to being intentionally hit or physically harmed in the last year by someone they are romantically involved with? Below are more facts about teen dating violence.

- Teens who suffer dating abuse are subject to long-term consequences like alcoholism, eating disorders, promiscuity, thoughts of suicide, and violent behavior.
- 1 in 3 young people will be in an abusive or unhealthy relationship.
- 33% of adolescents in America are victim to sexual, physical, verbal, or emotional dating abuse.
- Nearly 20% of teen girls who have been in a relationship said that their boyfriend had threatened violence or self-harm in the event of a break-up.

2018



February is one of the most exciting months for football fans. The Superbowl takes place during this month, and as a result, lots of parties are held to root on your favorite team! Even if you are not a fan of football, chances are you will be attending or hosting a Superbowl party. Please remember to plan ahead prior to consuming alcohol and designate a driver or call a taxi. There are special law enforcement initiatives this month to stop those who make the awful decision of getting behind the wheel after consuming alcohol. Please drive sober. Remember, if you fail to plan, you plan to fail!

NATIONAL CANCER PREVENTION MONTH

National Cancer Prevention Month is a health event for increasing awareness of the different ways to prevent cancer. This is an important event because studies show that about one out of three Americans will develop cancer during their lifetime. About half a million people die every year from cancer in the United States alone. It is the firm belief of experts that about one-third of these deaths from cancer could be prevented by making lifestyle changes and following particular cancer screening recommendations. The screening process is recommended when specific signs and symptoms are noticed, the most common of which are:

- Unexplained weight loss
- Persistent fever
- Fatigue
- Moderate to severe pain in specific areas of the body
- Changes of the skin (darkening, yellowish, reddening, itching, etc.)

Blessings Day Care
at Termain Church

Childcare for ages 2.5-12

NOW ENROLLING!

Open 7 AM- 7PM

All meals and snacks are included

**Rates are competitive but are
fair market value**

**DSS/CHILDCARE CASES ARE
ACCEPTED**

2018

2018 WATERVLIEET CALENDARS

You should have received your new 2018 calendar from the Watervliet Housing Authority. This calendar is filled with information about the Authority and many important dates you need to know. We are very proud of our calendar, and hope you find it useful. If you didn't receive one and want a calendar, please stop by the office or call us.



TOILET BOWL STAINS

If you have toilet bowl stains, we have a chemical that can help. Call the office for assistance. We will take care of the issue.

DATE NIGHT SPINACH-STUFFED CHICKEN POCKETS FOR TWO



Makes: 2 servings

Total Time: Prep/Total Time: 30 min

Ingredients

- 2 cups fresh baby spinach
- 1 small garlic clove, minced
- 1 teaspoon plus 2 tablespoons olive oil, divided
- 1/4 cup garlic-herb spreadable cheese
- 1/3 cup plus 2 tablespoons seasoned bread crumbs, divided
- 1/4 teaspoon salt, divided
- 2 boneless skinless chicken breast halves (6 ounces each)
- 2 tablespoons beaten egg
- 1/8 teaspoon pepper

Directions

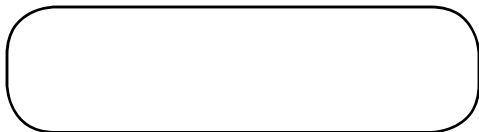
- 1 In a small skillet, saute spinach and garlic in 1 teaspoon oil until spinach is wilted. Remove from the heat. Stir in the spreadable cheese, 1/3 cup bread crumbs and 1/8 teaspoon salt. Cut a pocket in the thickest part of each chicken breast; fill with spinach mixture. Secure with toothpicks.
- 2 Place egg in a shallow bowl. In another shallow bowl, combine the pepper and remaining bread crumbs and salt. Dip chicken in egg, then coat with bread crumb mixture.
- 3 In a large skillet over medium heat, cook chicken in remaining oil for 8-10 minutes on each side or until a thermometer reads 170°. Discard toothpicks before serving. Yield: 2 servings.

For more recipes like this go to:

<https://www.tasteofhome.com/recipes/spinach-stuffed-chicken-pockets-for-two>

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2400 Second Avenue, Watervliet, NY 12189

Watervliet
Housing
Authority

Matthew J. Ethier, Director
February 2018