

## EMAIL LIST

If you don't already receive our emails and wish to, please email [Rmeyer@watervliethousing.org](mailto:Rmeyer@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

**JANUARY 2022**

SUN	MON	TUE	WED	THU	FRI	SAT
						1 <b>NEW YEAR'S DAY</b>
2	3 <b>OFFICE CLOSED</b>	4	5	6	7 <b>LAST DAY RENT IS DUE</b>	8
9	10	11	12	13	14	15
16	17 <b>MARTIN LUTHER KING JR. DAY OFFICE CLOSED</b>	18	19	20	21	22
23	24 <b>WHA BOARD MEETING</b>	25	26	27	28	29
30	31					

## PET POLICY

Don't forget that **ALL** pets must be registered with the WHA! Pets must be spayed or neutered, up-to-date on their shots (*rabies and distemper*) and dogs are **required** to be registered with the City of Watervliet. You can register your dog at the Clerk's Office at City Hall (*2 Fifteenth Street*). All paperwork with updated shot records and license's must be reported to the WHA Office. **Failure to keep your pets vaccinations current and failure to provide appropriate documentation could result in a 30 day notice to vacate.** If you have any questions, contact Rachel at 273-4717 x200 or via email [Rmeyer@watervliethousing.org](mailto:Rmeyer@watervliethousing.org).

## 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. This does not include senior buildings and common areas. Failure to shovel within 24 hours of a storm will result in a charge to your account. This applies to all residents excluding seniors. Also, please remember that rock salt is available in all common areas.

## **NYSPHADA SCHOLARSHIP**

A scholarship for high school seniors living in public or assisted housing. Applications are due by February 28<sup>th</sup>, 2022. 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.

## **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 excessively 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.

## **MOUSE PROBLEMS**

It's getting colder outside, and mice like to go where it's warm. Keep all garbage in tight containers. If they happen to get into your apartment, be sure to call the office and we will place traps in your apartment.

## **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](http://mybenefits.ny.gov).

## **WORK ORDER CHARGES**

Attention Tenants: A reminder about work order charges. You will be billed for repairs other than normal wear and tear. This amount will include labor fees. If you have questions on any maintenance bill, please contact Kylea at the office.

## **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.

**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.

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***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 all repairs if you are deemed responsible.***

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## **VRV LAUNDRY ROOM**

Attention VRV Residents: It has come to our attention that the laundry room is not being kept up with. It is your responsibility to clean up after yourselves. If you, or anyone in your residence, is found to be contributing to this mess, you will be charged accordingly. This matter should be taken seriously as your rights to the laundry room could be revoked.

## **COVID-19 PROTOCOL**

To avoid the spread of COVID, please don't forget to notify the WHA Office if you or anyone in your household tests positive for COVID-19, have symptoms, or if you are mandated to quarantine due to exposure. We also ask that you please continue to wear a mask when in common areas of all buildings; such as laundry rooms, hallways and community rooms. Thank you.

## **ADMINISTRATIVE OFFICE COVID GUIDELINES**

Masks are **required** when entering the WHA Administrative Office. If you do not have one, a mask will be provided to you. The Watervliet Housing Authority Administrative Office will be requiring proof of vaccination in order to schedule in-person appointments. If you are not vaccinated or choose not provide proof of vaccination when working to schedule appointments, remote (over the phone) appointment options will be available.



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**@WATERVLIEH HOUSING AUTHORITY**



HAPPY HOLIDAYS





# Thank you, community partners!

Thank you to our many community partners, yet again, for making our 38<sup>th</sup> Annual Santa Visit a huge success! It's always so much fun for the families and for our staff as well. This year we delivered gifts to 189 children in 93 apartments! Special thanks go to Matt Ethier, Kylea Spain, Rachel Meyer, Mike VanPatten, Mary Clinton & Daria Leibach for volunteering their time to prepare and deliver gifts! Despite our current circumstances, the WHA managed to successfully continue this tradition. The WHA would also like to thank the WES Student Ambassadors for their help in delivering Poinsettias to Hanratta residents. We wish you all the best this holiday season!



## This years donors included:

Al Maikels  
Alyssa Szalowski  
Amy Weinstock  
Andrea Rollier  
Angela Celeone  
Arsenal City Kids  
Billielynne Taurone  
Dave Havnen  
Elizabeth Peters  
Jennifer Moss  
John Eaton  
Karen Landau  
Kate Townsend  
Leah Rye  
Kevin Moran

Kathy Dean  
M&T Bank  
Pat Betjemann  
Patty Burgess  
Pay It Forward Together  
Repair Track Services  
Scott Boisvert  
Sheila Nolan  
Susan Reinfurt  
Susan Woods  
The Chartrand Family  
The Culihan Family  
The DeCrescenzo Family  
The Ethier Family  
The Gleason Family

The Iannone Family  
The Leibach Family  
The Meyer Family  
The Murphy Family  
The Smead Family  
The Snyder Family  
The Spain Family  
The Torncello Family  
The Wilkinson Family  
Watervliet City Hall  
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Watervliet Housing Authority

