



# Newark Housing Authority

September, 2019



## Newark Housing Authority:

Executive Director:  
Marie Wasman

**315-331-1574**

• Ext. 225 Kari

• Ext. 221 Maureen

OR

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

Emergency After Hours  
315-331-8294

Fire/Police  
911

### New Office Hours:

Mon: 8:30-12:00  
1:00-4:30

Tues: 8:30-12:00  
1:00-4:30

Wed: 8:30-12:00  
**\*\*\*1:00-4:30 by  
appointment only\*\*\***

Thurs: 8:30-12:00  
1:00-4:30

Fri: 8:30-12:00  
1:00-4:30

Closed Monday-Friday 12:00-  
1:00 for lunch

### Plumbing Care

Never pour cooking oil or other greasy materials down the drains. Oils and grease used in cooking may be liquid after use, but they can harden inside pipes and cause blockages. Instead of pouring grease down the drain, wipe it off the pot or pan with a paper towel, place a slice of bread in it to soak the grease up and throw it away or pour cooled oil and fats into a non-recyclable container and then dispose with the trash.

Avoid putting feminine products and baby wipes down the toilet. They will not only plug your toilet but also plug the sewer line.

Please make your family aware of what should and should not be put down the drain. If maintenance finds the clog is due to tenant neglect, you will be charged.

## School is Starting...so keep your eyes open!!

It's time again for kids to head back to school. Please make sure all household members and guests drive carefully, especially near the bus stops. Help make this a safe school year for everyone!!

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### TRAINING...

Monday, September 16th, the office will be closed for staff training. The office will also be closed the majority of the day on Tuesday, September 17th and Wednesday, September 18th. If you need to schedule a meeting with office staff, please note that we will not be available those days. Thank you.



## Fire Safety Poster Contest...

October is fire safety month and with that comes our annual Fire Safety Poster Contest. This year's theme is "Not every hero wears a cape. Plan and practice your escape!". Be on the lookout for Information regarding the contest. Your child could win up to \$50!

## Labor Day...

Please note, the office will be closed on Monday, September 2nd

**Security**...We would like to again remind our friends at the **Hi-Rise** at 200 East Miller Street to please refrain from opening the outside building doors to anyone that you do not know. In addition, if someone calls your apartment and requests to be let in and it's not someone for you, please do not buzz them into the building. We ask this in order to help us maintain the safety of your home.

Remember...if you feel threatened in any way, CALL 911!

Also, if you see an outside light that is out, please call the office and a work order will be issued. **Do not tell Lisa—call the office for work orders!**

## Important Dates to Remember:

Monday, 9/2/19—Office Closed for Labor Day Holiday

Friday, 9/6/19—14 Day Notices and Late Fees issued for month of September if rent not paid by 4:30 pm on Thursday, 9/5/19

Week of 9/16/19—Annual Inspections for families with September recert date

Monday, 9/16/19 thru Wednesday, 9/18/19—Office Closed for training

Wednesday, 9/11/19—Court for 14 Day Notices issued in August if not paid

