McKean County Housing Authority

2023 Calendar



Tenant

****

**Housing and Homeless Services Department**

Amber, Abby, Kathy and Michelle

Bradford Office

January 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  |  |  |  |
| 1  RENT DUE  New Contracts go into effect for FV tenants  New Year’s Day | 2  OFFICE CLOSED | 3  Evictions Delivered  ANNUAL RECERT packets sent to Bradford High-Rise tenants | 4  HOUSEKEEPING INSPECTIONS Central Towers Floors 1,2,3 | 5  ACH Withdrawal (5th) | 6 | 7  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 8  HOUSEKEEPING INSPECTIONS  Conducted this week: Allegany Apts, Cris Dr, Mill St, Brooklynside, Fosterview, Brookline Ct.,  South Center | 9 | 10 | 11  ANNUAL CONTRACTS due back from Allegany Apts, Center Hall, Helmer Hall, Vanderhule, Phillips Street | 12 | 13 | 14  Emergency Calls  Residents of City of Bradford  598-3184 |
| 15  HOUSEKEEPING INSPECTIONS  Conducted this week: Dickinson, Medberry, Page Place | 16  Late Charges Added  **OFFICE CLOSED**  Martin Luther King, Jr. Day | 17  Late Notices Mailed | 18  ACH Withdrawal (3rd Wednesday) | 19 | 20 | 21  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30  PA-1000 Rent Certificate Forms mailed to residents | 31  ANNUAL CONTRACTS start going in the mail for Dickinson Manor, Medberry Manor, Page Place, Jenny L Manor, Riley Road, The Abbie tenants |  |  |  |  |



**Section 8**

Steve, Casey, AnneFebruary 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  | 1  HOUSEKEEPING INSPECTIONS Central Towers Floors 4,5,6  RENT DUE  Evictions Delivered  New Contracts go into effect for Allegany Apts, Center Hall, Helmer Hall, Vanderhule, Phillips Street tenants  ANNUAL RECERT  packets sent to  Cris Drive, Mill Street, Brooklynside | 2  Groundhog Day | 3 | 4  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 5 | 6  ACH Withdrawal (5th) | 7 | 8 | 9  ANNUAL CONTRACTS due back from Dickinson Manor, Medberry Manor, Page Place, Jenny L Manor, Riley Road, The Abbie tenants | 10 | 11  Emergency Calls  Residents of City of Bradford  598-3184 |
| 12  HOUSEKEEPING INSPECTIONS  Conducted this week: Vanderhule, Helmer Hall, Welsh St, Phillips St, Center Hall, Bradford High-Rise | 13 | 14  Valentine’s Day | 15  ACH Withdrawal (3rd Wednesday) | 16  Late Charges Added  Late Notices Mailed | 17 | 18  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 19  HOUSEKEEPING INSPECTIONS  Conducted this week: Jenny L, Riley Road, Lewis Run | 20  **OFFICE CLOSED**  President’s Day | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 |  |  |  |  |



**Bradford Maintenance**

Mike, Carl, Brian

March 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  | 1  HOUSEKEEPING INSPECTIONS Central Towers Floors 1,2,3  RENT DUE  Evictions Delivered  New Contracts go into effect for Dickinson Manor, Medberry Manor, Page Place, Jenny L Manor, Riley Road, & The Abbie tenants | 2 | 3 | 4 |
| 5 | 6  ACH Withdrawal | 7 | 8  SYSTEM INSPECTIONS  South Center (if necessary) | 9 | 10 | 11 |
| 12  Daylight Savings Begins | 13  \*Maintenance winter hours end 8am-4pm | 14 | 15  ACH Withdrawal (3rd Wednesday)  SYSTEM INSPECTIONS  Allegany Apts.  Cris Drive  Mill Street  Vanderhule  South Center  Central Towers | 16  Late Charges Added  Late Notices Mailed | 17  St. Patrick’s Day | 18  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 19 | 20  Spring Begins | 21  OFFICE CLOSED ALL DAY STAFF TRAINING | 22  SYSTEM INSPECTIONS  Lewis Run, Fosterview,  Riley Rd,  Phillips Street, Eastview,  Brookline Court | 23  SYSTEM INSPECTIONS  Medberry Manor, Page Place, Helmer Hall, Brooklynside, Bradford High-Rise | 24  SYSTEM INSPECTIONS  Bradford High-Rise (if necessary) | 25  Emergency Calls  Residents of City of Bradford  598-3184 |
| 26 | 27 | 28 | 29  SYSTEM INSPECTIONS  Dickinson Manor, Center Hall, Smethport Commons, Boylston,  Jenny L Manor,  Welsh Street | 30  ANNUAL CONTRACTS start going in mail for  High Rise tenants |  | Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |

**Smethport**

**Housing Staff**

Amber and Damian

****

April 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  |  |  | RENT DUE  Evictions Delivered  ANNUAL RECERT packets sent to Brookline Court & South Center tenants  April Fool’s Day |
| 2 | 3  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 | 4 | 5  HOUSEKEEPING INSPECTIONS Central Towers Floors 4,5,6  ACH Withdrawal (5th) | 6 | 7  **OFFICE CLOSED**  Good Friday | 8  Emergency Calls  Residents of City of Bradford  598-3184 |
| 9  HOUSEKEEPING INSPECTIONS  Conducted this week: Vanderhule, Helmer Hall, Welsh St, Phillips St, Center Hall, Bradford High-Rise  Easter Sunday | 10 | 11  ANNUAL CONTRACTS due back from High Rise tenants | 12 | 13 | 14 | 15  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 16  Late Charges Added  HOUSEKEEPING INSPECTIONS  Conducted this week: Dickinson, Medberry, Page Place | 17  Late Notices Mailed | 18 | 19 | 20 | 21 | 22  Earth Day |
| 23 | 24 | 25 | 26  ACH Withdrawal (3rd Wednesday) | 27 | 28  ANNUAL CONTRACTS start going in mail for  Mill Street, Cris Dr, Brooklynside tenants | 29 |
| 30 |  |  |  |  |  |  |

**** **Bradford Housing Staff**

Jessica Burkett

**Director of Housing**

**and**

**Director of Facilities &Community Development**

Damian and Lori

May 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC | 1  RENT DUE  New Contracts go into effect for Bradford High-Rise tenants  Evictions Delivered | 2 | 3 | 4 | 5  ACH Withdrawal (5th) | 6 |
| 7  May Day | 8 | 9 | 10  HOUSEKEEPING INSPECTIONS Central Towers Floors 1,2,3 | 11 | 12 | 13  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 14  HOUSEKEEPING INSPECTIONS  Conducted this week: Allegany Apts, Cris Dr, Mill St, Brooklynside, Fosterview, Brookline Ct., South Center  Mother’s Day | 15 | 16  Late Charges Added  Late Notices Mailed | 17  ACH Withdrawal (3rd Wednesday) | 18  ANNUAL CONTRACTS due back from  Mill Street, Cris Dr, Brooklynside tenants | 19 | 20  Emergency Calls  Residents of City of Bradford  598-3184  Armed Forces Day |
| 21  HOUSEKEEPING INSPECTIONS  Conducted this week: Jenny L, Riley Road, Lewis Run | 22 | 23 | 24 | 25 | 26 | 27  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 28 | 29  **OFFICE CLOSED**  Memorial Day | 30 | 31 |  |  |  |



**Kane Staff**

Dustin, Erik, Pat, Brenda

June 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  | 1  RENT DUE  Evictions Delivered  New Contracts go into effect for Cris Drive, Mill St., & Brooklynside tenants  ANNUAL RECERT  packets start being sent for Central Towers | 2 | 3  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 4 | 5  ACH Withdrawal (5th)  SPRING CLEAN UP | 6 | 7 | 8  ANNUAL INSPECTIONS  Bradford High-Rise | 9  ANNUAL INSPECTIONS  Bradford High-Rise | 10  Emergency Calls  Residents of City of Bradford  598-3184 |
| 11 | 12 | 13 | 14  Flag Day | 15 | 16  ANNUAL INSPECTIONS  Port Allegany  ANNUAL INSPECTIONS  Port Allegany  Late Charges Added  Late Notices Mailed | 17  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 18  Father’s Day  Juneteenth | 19  OFFICE CLOSED  Juneteenth | 20 | 21  ANNUAL INSPECTIONS  Brookline Court  ACH Withdrawal (3rd Wednesday)  Summer Begins | 22 | 23 | 24 |
| 25 | 26 | 27  ANNUAL INSPECTIONS  Smethport & Commons | 28  ANNUAL INSPECTIONS  Central Towers | 29 | 30  ANNUAL CONTRACTS start going in mail for South Center & Brookline Court tenants |  |



**Smethport Maintenance Staff**

Chad, Steve, Walt, Chris

July 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  |  |  | 1  RENT DUE |
| 2 | 3  Evictions Delivered | 4  **OFFICE CLOSED**  Independence Day | 5  ANNUAL INSPECTIONS  Mt. Jewett/Eastview  ACH Withdrawal (5th) | 6  ANNUAL INSPECTIONS  South Center  (even numbers)  91 Boylston Street | 7 | 8  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 9 | 10 | 11 | 12 | 13  ANNUAL INSPECTIONS  Riley Rd/ Fosterview  Lewis Run | 14 | 15  Emergency Calls  Residents of City of Bradford  598-3184 |
| 16  Late Charges Added | 17  Late Notices Mailed | 18 | 19  ANNUAL INSPECTIONS  Welsh Street  ACH Withdrawal (3rd Wednesday) | 20  ANNUAL INSPECTIONS  Eldred | 21  OFFICE CLOSED ALL DAY STAFF TRAINING | 22  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 23 | 24 | 25 | 26  ANNUAL INSPECTIONS  South Center  (odd numbers) | 27 | 28 | 29 |
| 30 | 31 |  |  |  |  |  |

City of Bradford Properties



Bradford High-Rise Brookline Court

South Center

August 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC | Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 | Emergency Calls  Residents of City of Bradford  598-3184 | Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |  |  |  |
|  |  | 1  RENT DUE  Evictions Delivered  New Contracts go into effect for Brookline Court & South Center tenants  ANNUAL RECERT  Packets sent to Welsh Street | 2  HOUSEKEEPING INSPECTIONS Central Towers Floors 4,5,6 | 3 | 4 | 5  ACH Withdrawal (5th) |
| 6 | 7 | 8 | 9  Annual Packets Due Back from Welsh Street | 10 | 11 | 12 |
| 13  HOUSEKEEPING INSPECTIONS  Conducted this week: Vanderhule, Helmer Hall, Welsh St, Phillips St, Center Hall, Bradford High-Rise | 14 | 15 | 16  ACH Withdrawal (3rd Wednesday)  Late Charges Added  Late Notices Mailed | 17 | 18 | 19 |
| 20  HOUSEKEEPING INSPECTIONS  Conducted this week: Jenny L, Riley Road, Lewis Run | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31  ANNUAL CONTRACTS  Central Towers Distributed |  |  |

Eldred Properties



Jenny L Manor



Allegany Apartments

September 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  |  | 1  RENT DUE  Evictions Delivered  ANNUAL RECERT  Packets sent to Fosterview | 2 |
| 3 | 4 | 5  **OFFICE CLOSED**  Labor Day  ACH Withdrawal (5th) | 6  HOUSEKEEPING INSPECTIONS Central Towers Floors 1,2,3 | 7 | 8 | 9 |
| 10  HOUSEKEEPING INSPECTIONS  Conducted this week: Allegany Apts, Cris Dr, Mill St, Brooklynside, Fosterview, Brookline Ct., South Center | 11  Annual Packets Due Back from Fosterview  Grandparent’s Day | 12 | 13 | 14 | 15  ALL BALANCES MUST BE @ $0  Evictions Delivered | 16  Late Charges Added |
| 17 | 18  Late Notices Delivered | 19 | 20  ACH Withdrawal (3rd Wednesday)  Autumn Begins | 21 | 22 | 23  Autumn Begins |
| 24 | 25 | 26 | 27 | 28 | 29  ALL BALANCES MUST BE @ $0 OR UNITS VACATED | 30 |
| Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 | Emergency Calls  Residents of City of Bradford  598-3184 | Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |  |  |  |  |

Port Allegany Properties



Page Place Medberry Manor



Brooklynside

October 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  |  |  |  |
| 1  RENT DUE  CENTRAL TOWERS CONTRACTS go into effect | 2  Evictions Delivered  ANNUAL RECERT  Packets sent to Allegany Apts, Center Hall, Helmer Hall, Vanderhule & Phillips St | 3 | 4  SYSTEM INSPECTIONS  Mill Street, Cris Drive  Vanderhule, South Center, Allegany Apts, Central Towers  HOUSEKEEPING INSPECTIONS Central Towers Floors 4,5,6 | 5  SYSTEM INSPECTIONS  South Center (if necessary)  ACH Withdrawal (5th) | 6 | 7  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 8 | 9  Columbus Day | 10  Annual Packets Due Back from Allegany Apartments, Cris Drive, Helmer Hall, Vanderhule& Phillips Street | 11  SYSTEM INSPECTIONS  Lewis Run,  Riley Road, Fosterview,  Brookline Court.  Phillips Street, Eastview | 12 | 13 | 14  Emergency Calls  Residents of City of Bradford  598-3184 |
| 15  Late Charges Added | 16  Late Notices Mailed | 17  OFFICE CLOSED ALL DAY STAFF TRAINING | 18  ACH Withdrawal (3rd Wednesday)  SYSTEM INSPECTIONS  Medberry Manor, Page Place, Helmer Hall, Brooklynside, Bradford High-Rise | 19  SYSTEM INSPECTIONS  Bradford High-Rise (if necessary) | 20 | 21  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 22 | 23 | 24 | 25  SYSTEM INSPECTIONS  Dickinson Manor, Center Hall, Smethport Commons, Boylston,  Jenny L Manor,  Welsh Street | 26 | 27 | 28 |
| 29 | 30 | 31  ANNUAL CONTRACTS start going in mail for Welsh Street tenants  Halloween |  |  |  |  |

Foster Township / Lewis Run Properties



Riley Road



Fosterview The Abbie

November 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  | 1  HOUSEKEEPING INSPECTIONS Central Towers Floors 1,2,3  RENT DUE  Evictions Delivered  ANNUAL RECERT packets sent to Dickinson, Jenny L, Medberry, Page Pl., Lewis Run, & Riley Road tenants | 2 | 3 | 4 |
| 5  Daylight Savings Ends | 6  \*Maintenance winter hours begin 7am-3pm  ACH Withdrawal (5th) | 7 | 8 | 9  ANNUAL CONTRACTS due back from Welsh Street tenants | 10  **OFFICE CLOSED** | 11  Veterans Day |
| 12  HOUSEKEEPING INSPECTIONS  Conducted this week: Allegany Apts, Cris Dr, Mill St, Brooklynside, Fosterview, Brookline Ct., South Center | 13 | 14 | 15  Late Charges Added  Late Notices Mailed  ACH Withdrawal (3rd Wednesday) | 16 | 17 | 18 |
| 19  HOUSEKEEPING INSPECTIONS  Conducted this week: Jenny L, Riley Road, Lewis Run | 20 | 21 | 22 | 23  **OFFICE CLOSED**  Thanksgiving  Thanksgiving | 24  **OFFICE CLOSED** | 25 |
| 26 | 27 | 28 | 29  ANNUAL CONTRACT start going in mail for Fosterview tenants | 30  Emergency Calls  Residents of City of Bradford  598-3184 | Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 | Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |

Kane / Mt. Jewett Properties



Central Towers



Phillips Street

December 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| LEGEND  **Maintenance**  **Public Housing**  **Central Towers**  **S8**  **Redevelopment**  **Administration**  **Accounting**  **HHS**  HVAC |  |  |  |  | 1  RENT DUE  Evictions Delivered  New Contracts go into effect for Welsh Street tenants | 2 |
| 3 | 4 | 5  ACH Withdrawal (5th) | 6  HOUSEKEEPING INSPECTIONS Central Towers Floors 4,5,6 | 7 | 8 | 9  Emergency Calls  Residents of Port, Eldred, Smethport, Foster Township, Lewis Run  558-8824 |
| 10  HOUSEKEEPING INSPECTIONS  Conducted this week: Vanderhule, Helmer Hall, Welsh St, Phillips St, Center Hall, Bradford High-Rise | 11  ANNUAL CONTRACTS due back from Fosterview tenants | 1 | 13 | 14 | 15 | 16  Emergency Calls  Residents of City of Bradford  598-3184 |
| 17  Hanukkah Begins | 18  Late Charges Added  Late Notices Mailed | 19 | 20  ACH Withdrawal (3rd Wednesday)  Winter Starts | 21 | 22  **OFFICE CLOSED** | 23  Emergency Calls  Residents of Kane & Mt. Jewett  598-0405 |
| 24  Christmas Eve | 25  **OFFICE CLOSED**  Christmas Day | 26 | 27 | 28 | 29  ANNUAL CONTRACTS start going in mail for Allegany Apts, Center Hall, Helmer Hall, Vanderhule, Phillips Street | 30 |
| 31  New Year’s Eve |  |  |  |  |  |  |