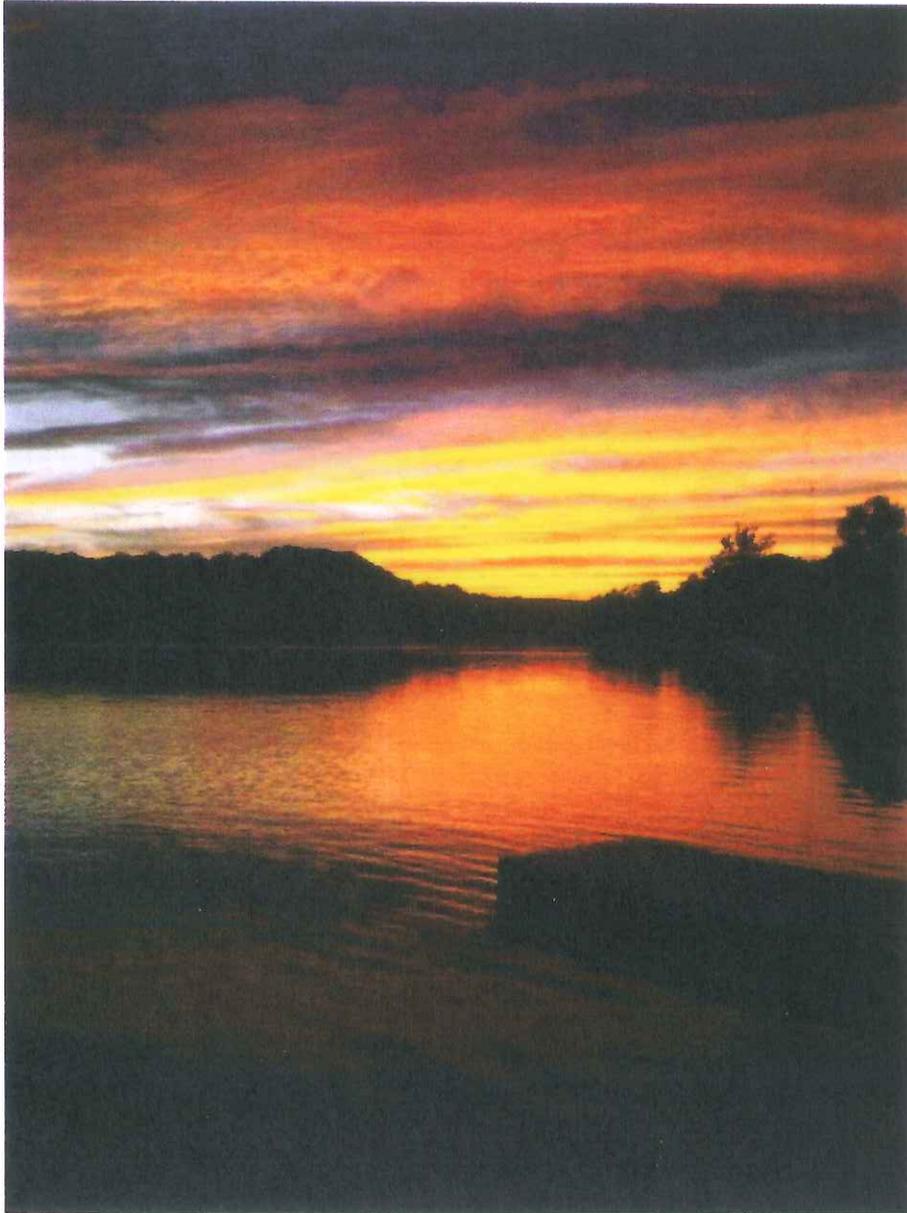


**2013 Annual Report**  
**Greene County Buildings and Grounds**



# 2013 Annual Report

## Greene County Buildings and Grounds

There are many improvements and cost effective measures we can take but it all requires spending the money to save the money.

### B&G

We try to save as much money as we can by doing jobs in house rather than using an outside contractor. We will repurpose materials on hand before we buy new. We have begun keeping track of every expense we are involved with at every location to be able to have a real time operating cost.

### Repossession of County Properties

We have found that when properties are planned to be auctioned for back taxes, there have been useful items found within. We have been able to acquire some of these items for use by the County or our department such as tools, lumber and equipment. Perhaps some items could be taken to our shop to be cleaned up and sold on eBay or by private sale prior to the property auction, it could benefit the County.

### LED Lighting

Due to the rising cost of electricity we are looking at changing the County's present lighting systems over to LED. This is an expensive initial outlay however this reduces our electric usage and also eliminates the expense of frequent light bulb and ballast changes. I would like to start in the hallways of the County Office Building because these lights are on all the time as opposed to the offices that have occupied sensors. We will move to the outside lighting from there which would include all office buildings, solid waste locations and garages.

### County Office Building

Our building is now 10 years old and the 154 heat pumps are beginning to breakdown. Their typical life expectancy is usually less than 10 year so we have been lucky. In 2013 we changed out 4 heat pumps and going forward we will change 3 - 4 per year. Being that we have a plumber and electrician on staff, we can save the sub contracting costs.

### Greene County Courthouse

This year extensive work was done by the request of the now retired Judge Pulver. He had found old benches, photos, antiques and pictures from the past that we cleaned, fixed and hung adding more Greene County history to the building.

Phase monitors have been installed due to the electrical spikes we experienced that damaged equipment in our HVAC and alarm systems. These monitors will prevent this from happening.

The Courthouse parking lot was improved by adding new fencing, gardens and trees helping to beautify Main Street.

Although we continue to do renovations there, upgrading the lighting to LEDs would also improve our cost effective measures.

### The Point

These structures were built in 1880 and are showing their age. A new roof was put on the Freight Master's building and we are rehabbing the Warehouse and making it look fresher for the numerous events that are booked each Spring, Summer and Fall. Last year we had the East and North walls of the Warehouse re-sided and painted. We also upgraded and added new electric, outlets, lighting and ceiling fans that make it more comfortable, safer and cost effective. This will also improve rental opportunities to larger groups with bigger bands and catering equipment.

Since Irene, Lee and Sandy, the Point itself has been eroding and this winter we added rip-rap stones all the way around to help control this and restore beauty to the shoreline.

The B&G staff makes the grounds look beautiful, they put their hearts into it and it shows. We frequently get compliments from those who have had an event or are our neighbors taking a peaceful walk through.

We plan to repaint the interior flooring of the Warehouse and the outside Plaza.

### Allen Street

Moving Buildings and Grounds to the 90 Allen Street location has done wonders for this department. Having all of our tools, supplies and vehicles in one location and at the ready has proven to eliminate a lot of backtracking to gather the necessary items. We have painted the building, added new fencing cleaned up the front and back yards making it more appealing to the passerby and neighbors. A new heat system has been added and our lighting has been upgraded from the previous bulb system that was over 20 years old.

The Highway Bridge Maintenance materials have been moved to a room that was built downstairs and the garage has been organized to house our vehicles and winter equipment.

Looking forward I would like to build or purchase a structure that would be able to house cold storage as there is very little room available in the County for this. Things like desks, chairs and cubicle walls that still have a useful life and should not be thrown away.

County Fleet parking is awkward and split between the Candyman and Records lots. Perhaps in the future with a little planning and paving we could have them at Allen Street, snow removal would be easier and would free up parking at the other lots.

### Records

This building is inadequate and not cost effective at all. The roof is 20 years old and will need to be replaced with costs ranging from \$15,000 to \$25,000.

If the County were to digitize document recording, the space requirement would be drastically reduced making available the office space used on the third floor of 411 and perhaps eliminating the Records building saving us approximately \$14,000 a year in operating costs plus the manpower to maintain, repair and plow. Ultimately the Records footprint could be used for public parking or turned into retail space and once again put on the tax roll.

### Future Ideas

If we did build a cold storage structure at Allen Street perhaps it could include a new space for Record storage. For example we could build a 7 bay garage, use four bays for B&G cold storage, use 1 bay for washing and vacuuming DSS, Public Health, Human Services County fleet cars, storage of car seats, etc and 2 bays for climate controlled record storage. Additionally we would need to add more surveillance cameras to Allen Street.

### EOC

This year, we built two new offices upstairs; one for Dan King, Emergency Management Specialist and Randy Ormerod, Deputy Director.

This building is in great shape but some minor changes need to be made. During construction this building was without a roof for a period of time and the plywood flooring was exposed to the elements now causing the tiles to buckle. Repairs to the floor could be carpeting or tile replacement.

EOC Security There are many public meetings taking place at all hours but specifically, if at night when the office staff is gone, this could cause a drastic problem for the 911 dispatch office i.e. fire, tripping a breaker, children crying etc. The upstairs of this building should be secured and off limits to the public. We could add a public entrance downstairs for use of the Multipurpose Room, add a few doors and prevent the public from going upstairs causing any disturbance to the dispatchers.

Parking – An ongoing issue, not enough space.

Radio Control Towers -In 2012 we installed a new generator for the radio tower in Hunter. In 2013 we installed a new generator for the “temporary” radio tower in Windham. In 2014 we will be installing a new generator at the High Hill tower. These generators are more efficient, and have self tests weekly making them more reliable.

Fire Training Center – We are making the old fire tower more structurally stable with the removal of the top level and we maintain the newer fire training building with tile replacement when needed.

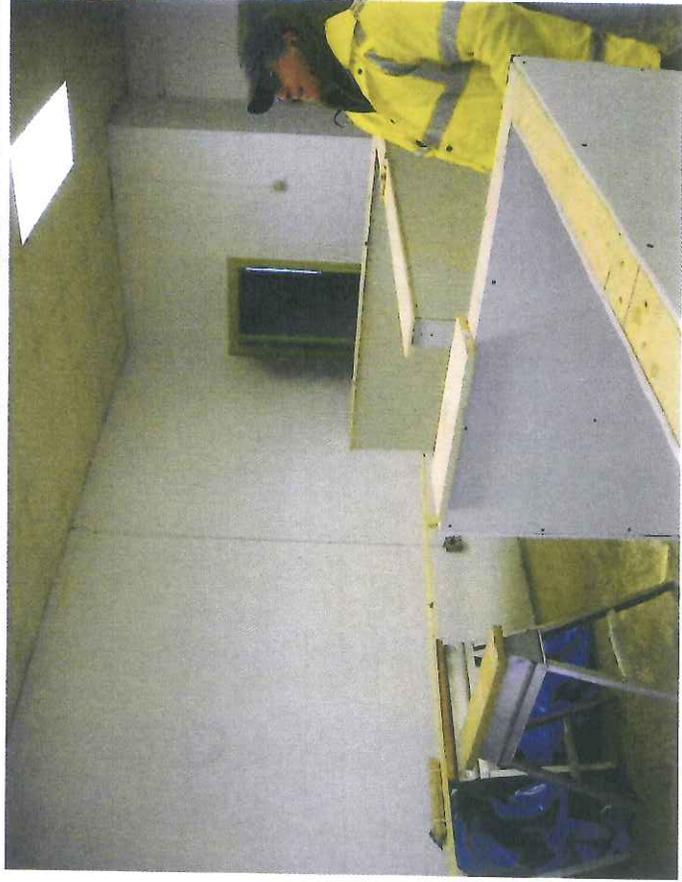
### Mental Health

This structure needs to be replaced. It is totally inefficient between the wiring, lack of insulation, old windows, old furnace, security, repeated flooding, etc. The fuel use alone is \$50,000 a year and in the summer there are 54 window air conditioner units in use.

### Jail

This structure needs to be replaced. The maintenance on this Jail is a never ending battle for this department. We are constantly making parts to fix the cells because parts are not available. The age of the plumbing contributes to repeated sewer backups and multiple overtime calls and man hours to resolve these. We use 3.4 gallon flush meters and are unable to lessen the water used per flush because it wouldn't move the waste. The yearly sewer, water bill is \$18,500.

The roof is decomposing on both the old and new sections. The lighting is antiquated and there is no backup generator, if we lose power the emergency lighting comes on, but will only last for a few hours. There are not enough fans to properly circulate the air and the conditions are worse in the summer with the added heat and humidity.

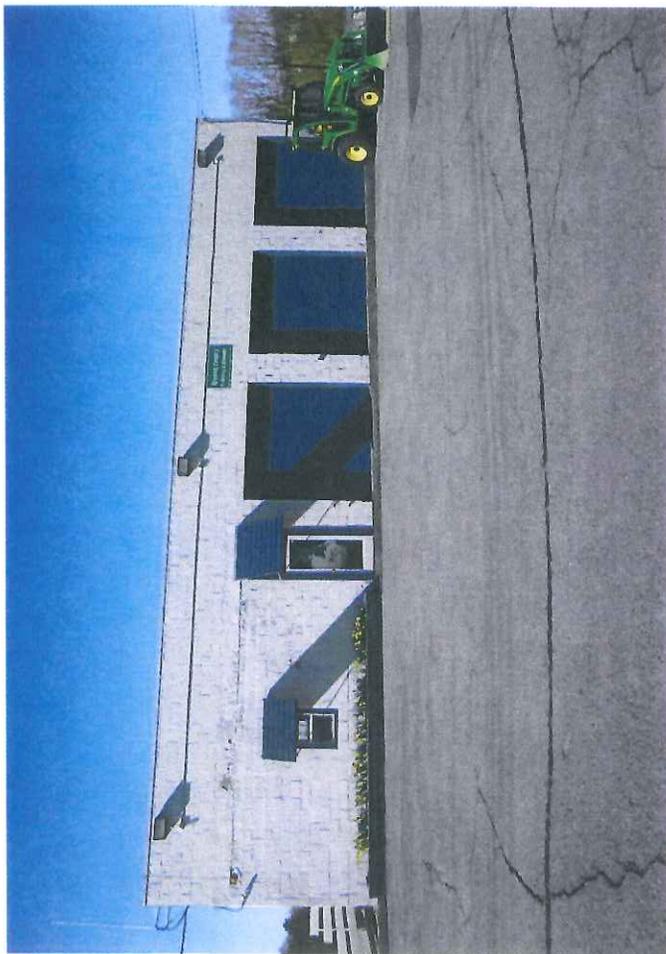


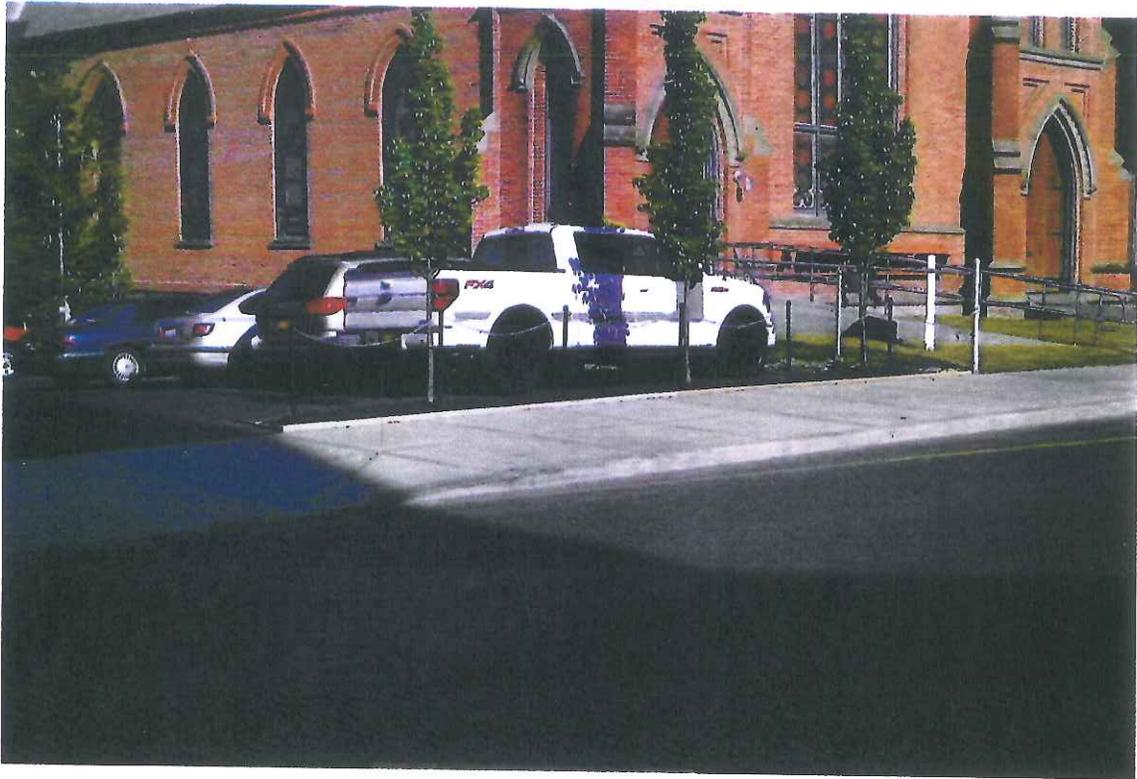
Before

After



**Future Cold Storage and Parking  
B&G Backyard**





Courthouse Parking





The Point





## Monthly Work Order Details and Routines

**In December there was a county wide work order system put in place online that provides easy access for the folks needing our help as well as for us to access them and update them.**

### **January, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Snow and ice removal  
Inspect snow equipment  
Recyclables taken to Solid Waste 4 days a week  
Repairs at the Jail  
Pest control through all buildings  
Plaque installed on Courthouse bench  
Misc bench repair at Courthouse  
Old photos from the attic sent out for clean up  
Photos hung upon return  
Keys copied for Courthouse security fence  
Repair to the ceiling in the Supreme courtroom  
Snow chains on small tractor at Sheriff's garage  
Create and install weather protection roof over satellite dish at Shop 1  
Remove Mental Health office furniture from doctor's office in Coxsackie  
Stored furniture in red barn at Cairo Office Building  
Scrape floor at Allen Street in preparation for tiling  
Frozen pipe at transfer station in Windham fixed  
Litter removed from lots

### **February, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Repairs at the Jail  
Second water heater added for Jail  
New dishwasher installed at Rivertown  
Washed vehicles  
Pest control through all buildings  
Snow removal  
Litter removed from lots  
Clean up of future investigators office  
Estimated material list for investigators office  
Installed new door and sound proofing in investigators office  
Painted investigators office

## **February, 2013 Cont'd**

Tile floor in at Allen Street  
Installed floor trim Allen Street  
Continue building Bridge room downstairs Allen Street  
Removal of 3 heat pumps at 411 for repair  
Removed old water heater from Freight Masters  
New chain installed in spreader on dump truck  
Litter removed from lots

## **March, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler systems at 411  
Recyclables taken to Solid Waste 4 days a week  
Snow removal  
Repairs at the Jail  
All air filters at 411 changed out  
Pest control through all buildings  
Litter removed from lots  
All hands on deck to clean up the Point property post Sandy  
Supplies purchased for Freight Masters roof repairs  
Siding contractor working at the Point removing and reinstalling east wall of Warehouse  
Electrical contractor working at the Point upgrading the Warehouse electric, lighting and installing ceiling fans  
Occupied/Vacant door locks installed on rest room doors at Freight Masters  
New windows painted and repairs done to sliding doors on the Warehouse  
New on-demand water heater installed in Freight Masters that replaced the old tank that was damaged during Sandy  
Moved B&G stock from small room in the Warehouse to Allen St.  
Docks in the water at the Point  
Ran new wires and installed another surveillance camera at 411  
Rivertown to upgrade their restrooms, measuring done and quotes obtained  
Spring cleaned grounds, parking lot and flower boxes at Rivertown

## **April, 2013**

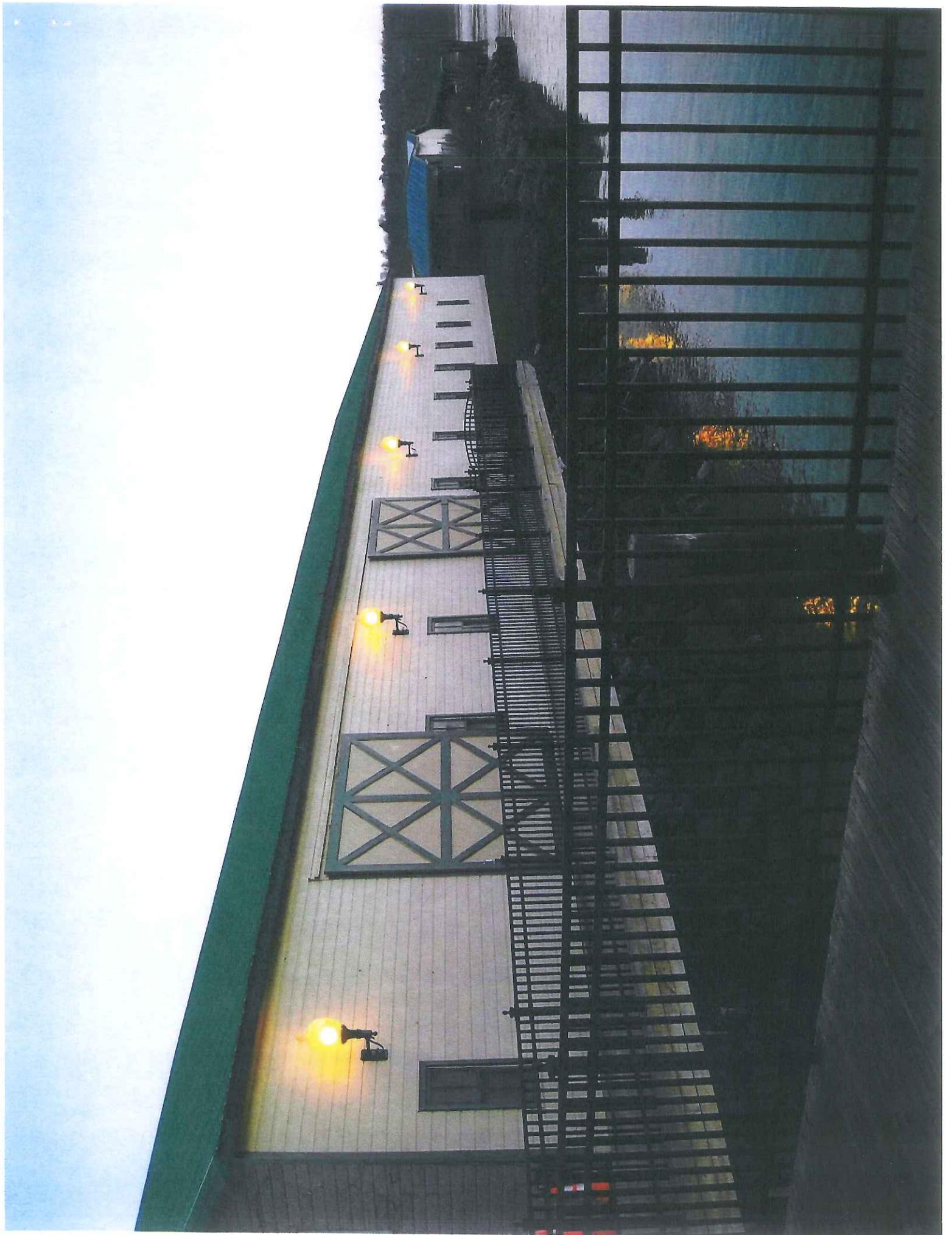
Repair to floor tiling inside reception area of DSS  
Checked generator and sprinkler systems at 411  
Annual fire extinguisher inspection and emergency lighting  
Recyclables taken to Solid Waste 4 days a week  
Repairs at the Jail  
Litter removed from lots  
Pest control through all buildings  
Sanders are removed from the trucks, shovels and snow blowers stored  
Ferris mower in for servicing

### **April, 2013, Cont'd**

Repairs to Coxsackie and Hunter transfer stations  
Ripped up Freight Masters old roof and put down new  
Entire decking pressure washed and sealed  
Painting window trim at Freight Masters  
Inside of Point Warehouse painted  
East wall of Warehouse painted, trimmed and looks great  
Floor of Warehouse pressure washed  
Dog waste station and garbage can enclosures made  
Wooden front doors of Freight Masters sanded and re-stained  
Light poles and fence base repainted  
First lawn is mowed and weed whacked at the Courthouse, April 24  
Leggio Park Spring cleaned  
First floor window at 411 broken  
Insulating wall foam installed at the investigators office  
Windows cleaned at 411 and the Courthouse

### **May, 2013**

Checked generator and sprinkler systems at 411  
Checked fire extinguishers and emergency lighting  
Repairs at the Jail  
Recyclables taken to Solid Waste 4 days a week  
Ferris mower back from servicing  
Awnings put up at Courthouse  
Camera system down at Courthouse  
Litter removed from lots  
Events beginning at the Point, clean up and blowing out the Warehouse every week  
Pest control through all buildings  
Mowing and weed whacking  
First new office built at Emergency Services  
Landscaped sidewalk area of Courthouse parking lot with mulch, rocks and chain  
Installed air conditioners in the Sheriff's Office and Mental Health  
Villa Maria property posted and secured. Storage shed moved to Allen Street  
Spray for bees at Tourism  
First floor window at 411 replaced  
Flower pots placed at 411, Courthouse and the EOC  
Flowers planted at Allen Street



**June, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Repairs at the Jail  
Bollards painted in alley behind the Courthouse  
Historic pictures framed and hung at the Courthouse  
Fountain pump replaced at Courthouse  
Keyboard trays installed at the Veterans Service office  
Second new office build begins at Emergency Services  
Mulch at Emergency Services replaced with P Stone  
Building new room downstairs at Allen Street for Bridge Maintenance supplies  
Clean up at the Point and blowing out the Warehouse every week  
B&G Safety Meeting  
Litter removed from lots  
Mowing and weed whacking  
Pest control through all buildings

**July, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Repairs at the Jail  
Second new office at EOC completed  
Fire Inspections begin, 411 and Freight Masters have no violations  
Installed new pump at Solid Waste, Hunter  
Clean up at the Point and blowing out the Warehouse every week  
Relocated Bridge Maintenance supplies to the new room downstairs at Allen St  
Painting and upgrading Allen Street building  
Parts replaced on the HVAC system at 411  
Air conditioning repaired at Rivertown Senior Center  
Litter removed from lots  
Fountain pump replaced at Courthouse  
Sharpened tools and mower blades  
Pest control through all buildings  
Mowing and weed whacking  
Hedge trimming

### **August, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Repairs to Jail, fixed metal shower floor  
New hot water heater installed in Hunter Highway  
Installed 3 new HVAC units in 411  
Cleaned out the boiler room at the Courthouse  
Installed a heater and new circulator in the boiler room at the Courthouse  
Clean up at the Point and blowing out the Warehouse every week  
Gas line dig burns up 2 surveillance cameras at 411, Central Hudson to reimburse  
Installed Memorial Plaque at EOC  
Allen Street gets new split rail fence to replace guardrail  
Repairs to Rivertown back door and shed door  
Flags replaced at the Point, Highway and the Sheriff's  
Parking lot grates at 411 removed and cleaned out  
Bushes trimmed at 411 and Candyman  
Jail plumbing lines unclogged a few times due to inmate trash  
Mowing and weed whacking  
Litter removed from lots

### **September, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Clean up at the Point and blowing out the Warehouse every week  
Power outage in Catskill disrupts HVAC units and elevators in all local buildings  
Power outage causes air handler motor at Jail to catch fire, new motor installed  
New hot water holding tank installed at the Jail  
New dishwasher installed at Acra Nutrition site  
Cleaned the "tombs" at Mental Health  
Tune up heating systems at Mental Health, the Jail, Ashland Highway, EOC, 7 Bay  
Garage, and Courthouse  
Installing baseboards for heat at Allen Street  
Top floor of Fire Training tower removed due to instability  
Built fencing around LP tanks for Windham Mountain generator  
Courthouse fountain turned off for the season and awnings removed  
Paint touch ups at 411, first and third floors  
Ice melt supply received  
Winter equipment tuned up and batteries charged  
Mowing and weed whacking  
Litter removed from lots

### **October, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Checked emergency, exit and back-up lights in all locations  
Recyclables taken to Solid Waste 4 days a week  
Window air conditioners removed from Mental Health, Rivertown, the Jail and Sheriff's  
Tune up heating systems at Freehold Highway, Coxsackie Solid Waste and Rivertown  
Painted gas piping at 411 and the Courthouse  
Heat added to downstairs Allen St to keep vehicles warm and ready for snow  
American Cruise Line Ships arrive all month, garbage to dump daily  
Docks removed for the season  
Jail plumbing back ups  
Mowing, weed whacking and leaf removal  
Litter removed from lots  
Grounds clean up and leaf removal

### **November, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Repairs at the Jail and plumbing back ups  
Prepare for snow, sander on dump truck  
All cleaning chemicals, paint etc removed from Point for winter storage  
Water at the Point turned off  
Christmas wreath hung at 411  
Litter removed from lots  
Grounds clean up and leaf removal  
Stabilizer put in equipment  
North wall at the Point Warehouse being re-sided  
Snow begins...

### **December, 2013**

Checked fire extinguishers and emergency lighting  
Checked generator and sprinkler system at 411  
Recyclables taken to Solid Waste 4 days a week  
Freshening paint on walls at 411  
Lights not working in the lower lot at 411. Contacted Central Hudson regarding the wire that was snapped in July during the gas line dig.  
Box for Courthouse Bell made and sent to marble company. Judge Pulver's project.  
North wall at Point Warehouse completed  
Repairs to small snow removal tractor and the Massey Ferguson  
Magnetometer and Security Wand purchased and installed at Mental Health  
Cleaned out the attic in Mental Health  
Repairs at the Jail and plumbing back ups  
Old furniture removed from Sheriff's Department and taken to the dump  
Repaired fence in Records lot that was pushed over by snow plowing