



# 2023 Annual Report

**This year has proved to be a challenging while short staffed and trying to complete many projects throughout the county. My goal since my hire in September 2022 is to get each building on a maintenance schedule. This includes preventive maintenance on all HVAC, electrical, plumbing, roofing, and parking lots. We have come a long way in reaching these goals.**

**We currently have a staff of 14 people with 2 open vacancies. They all do an amazing job keeping up with the workload. We have two full time maintenance staff in Cairo that take care of EOC and Mental Health. We have two full-time maintenance staff at the jail/Sherriff office in Coxsackie that take care of the daily work orders and repairs. We had a total of 52 call outs at the jail alone in 2023. There are three full-time employees that are responsible for cleaning the Greene County office building at 411 Main Street. One full-time employee that takes care of delivering the mail to all county locations. The remaining four staff members work out of our shop on Allen Street in Catskill and do all the general repairs and maintenance to the remaining county owned buildings. And finally, my administrative assistant handles the office work including payroll, bill entry and purchasing along with many other tasks.**

**The Buildings & Grounds department is responsible for the general maintenance and repairs of all county owned buildings including all of the following.**

**County Office Building at 411 Main Street – 107,000 sq. ft.**

**County Court House & Carriage House (Located Behind Court House) – 30,400 sq. ft.**

**Records Management Building – 20,400 sq. ft.**

**Rivertown Senior Center – 4,600 sq. ft.**

**370 Mansion Street in Coxsackie (Old Temp Jail) – 3,400 sq. ft.**

**Freight Master Building and Warehouse at the Point – 15,000 sq. ft.**

**Visitor Center – 1,250 sq. ft (Demolished in September 2023)**

**Greene County Jail – 60,400 sq. ft.**

**EOC and 7 Bay Garage along with the Fire Training Center – 16,000 sq. ft.**

**Mental Health Building – 20,000 sq. ft.**

**Buildings & Grounds Maintenance Shop at 90 Allen Street – 5,600 sq. ft.**

**Four Transfer Stations (Coxsackie, Catskill, Hunter & Windham)**

**Five Highway Department Locations (Catskill, Athens, Ashland, Freehold & Hunter)**

**Total of 9 Buildings and 4 Salt Sheds**

Along with general maintenance we are responsible for cleaning and safety at each location. With that comes lawn care and landscaping in the summer and snow removal in the winter. Our staff is also responsible for repairing and assembling office furniture and office equipment as needed. We completed 323 work orders this year. The following is some of the projects we completed in 2023.

- **Greene County Office Building – 411 Main Street**
  - Sealed/stripped lower parking lot
  - Replaced 4 Heat pumps
  - Replaced rotten back splash on multiple public restroom sinks
  - Office repairs in Public Health after fire
  - New LED lighting on 4<sup>th</sup> floor
  - Window cleaning interior/exterior
  - Renovation to DSS lobby
- **Emergency Operations Center**
  - Sealed/stripped parking lot
  - Repaired sprinkler leaks and installed a new low point drain
  - Replaced one hot air furnace and A/C Compressor
  - Installed new stairs in 7 bay garage to mezzanine
  - New shingled roof EOC
- **Greene County Office Building – Cairo**
  - Replaced condensate pump station for boiler
  - New roof over back entrance
  - Repaired multiple steam pipe leaks
- **Highway Department**
  - Repaired frozen broken pipe – Hunter
  - Replaced old metal siding – Freehold
  - Replaced two entrance doors – Freehold
  - Repaired metal siding/door trim -Athens
  - Repaired metal siding/door trim – Hunter
  - Built new roof/coated existing roof – Catskill
  - New siding/soffit/trim – Catskill
  - New furnace - Ashland
- **Rivertown Senior Center**
  - Replaced walk in cooler/freezer
  - Installed new backup generator
  - New security cameras
  - New outdoor lights
  - New ice machine
  - Concrete wall repair

- Propane conversion for boiler
- **Records management**
  - Framed new wall and removed old block wall
  - Installed new kitchen sink and cabinets
  - Repaired roof leaks
- **Catskill Point**
  - New roof – Freight Master Building
  - New security cameras
- **Courthouse**
  - Removed graffiti on columns
  - New molding in security office
  - Window cleaning interior/exterior
  - Interior painting first floor

All annual inspections required have been completed for 2023. This includes fire inspections from the Department of State, fire extinguishers, fire sprinklers, and fire alarms. All buildings requiring a back flow preventor have been inspected and passed.

We are fortunate to have a great board and administration that allows us to replace old equipment and vehicles to help complete our work more efficiently. In 2023 we were able to purchase some new equipment.

- New 2024 F250 pickup truck with snowplow (replaced an old DSS car)
- New chain saw
- New leaf blower
- New snow blower

In 2024 we plan to continue working on buildings to improve the curb appeal. We have many capital projects in the works, and it will be a busy year. Many new and exciting things to come.

*Craig Seaburg*

*Superintendent of Buildings & Grounds*

