



2024 Annual Report

The year 2024 has been a busy one. Along with the many jobs performed by our staff we also began and completed a number of capital projects.

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 work primarily at EOC and Mental Health. We have two full-time maintenance staff working at the jail/Sheriff's office in Coxsackie that take care of the daily operations and repairs. We had a total of 71 call outs at the jail alone in 2024 up from 52 in 2023. There are four full-time employees that are responsible for cleaning the Greene County office building at 411 Main Street, adding one new staff member in 2024. 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 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 – 2,200 sq. ft (Planned opening Summer 2025)

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.

Cohotate Preserve Field Station – 2,000 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 329 work orders this year up from 323 in 2023. The following are some of the projects we completed in 2024.

- **Greene County Office Building – 411 Main Street**
 - Sealed/stripped upper parking lot
 - Replaced 6 Heat pumps up from 4 in 2023
 - New LED lighting to replace old fluorescent in multiple locations
 - Renovation of the probation department
 - Renovations of DSS storage rooms
 - Repaired multiple roof repairs
 - Repair to the bank along the creek in the lower parking lot
 - Installation of two new back flow preventors on water supply
- **Emergency Operations Center**
 - Installed new gas line and electric for new car simulator
 - New master key and door locks for better accountability
 - Painted training rooms and installed new TV monitors
 - New flooring in EMS office
- **Greene County Office Building – Cairo**
 - Stone base for new Veterans 12' x 32' gazebo
 - Replaced front entrance steps
 - Installed generator outlets in IT closet for computers/cameras
 - Repaired multiple steam pipe leaks
- **Highway Department**
 - Installed new gutters – Catskill
 - New garage door opener – Freehold
 - New furnace – Freehold
 - New entrance door - Hunter
- **Rivertown Senior Center**
 - Sealed/stripped parking lot
 - New stove and refrigerator installation
 - Repaired Multiple roof repairs/new cap/drip edge around perimeter
 - Removal of dead trees
- **Records management**
 - Sealed/stripped parking lot
 - Repaired multiple roof leaks
 - Installed new camera system
 - Installed new exterior lighting
 - Installed new hot water tanks

- **Catskill Point**
 - New fire alarm system in the warehouse
 - New entrance doors in the warehouse
 - Replacement of rotten sills in the warehouse
 - Installation of two new back flow preventors on water supply
 - Sealed floor in the warehouse
 - Repaired concrete footings in the warehouse
 - Repair to path going to docks
 - Installed footing for relocation of memorial monument
 - New entrance sign
 - Completion of capital project - Shoreline stabilization
- **Courthouse**
 - Sealed/stripped parking lot
 - Replaced leaking heating valves
 - Repaired multiple roof leaks
 - Repaired water fountain
 - Replaced exterior alley light fixtures
- **Jail/Sheriff's Office**
 - Sealed/Striped parking lot
 - Repaired multiple roof leaks
- **Cohotate Preserve**
 - Completion of capital project – Renovations & Improvements

All annual inspections required have been completed for 2024. 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.

In 2024 we were able to replace some old worn-out equipment. Some of the equipment replaced is listed below.

- New 2024 F250 pickup truck with snowplow (replaced an old van)
- New Cub Cadet zero turn mower to be used at Mental Health & EOC
- New John Deer Tractor for Cairo campus
- New portable generator

Craig Seaburg

Superintendent of Buildings & Grounds

