



# 2022 Annual Report

Since starting with the county as buildings and grounds superintendent in September of 2022 I have learned a lot about how things have been done in the past and what needs to be done in the future. During my first few months I have toured the county buildings and grounds and have started plans to improve maintenance and curb appeal of our many buildings. We need to keep in mind what the public sees and how it makes the county look. This year's report will give you a breakdown of each location and what is involved in maintaining our buildings and grounds. We not only have to consider the curb appeal but also the safety of our workers and the general public.

We currently have a staff of 14 people with 2 open vacancies. They do an amazing job keeping up with the workload. One employee is currently on military leave and is scheduled to return in June. We have two full time employees in Cairo that take care of EOC and Mental Health. We have two full-time employees at the jail that have learned the complexity of the new mechanical systems and how to repair and maintain them. We had a total of 131 call outs for the jail alone. 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 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.

Tourism Office – 1,250 sq. ft.

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 of all county owned buildings we are also responsible for the following.**

- **In house or contractual cleaning with an outside vendor for the following buildings. We are responsible for cleaning all private & public restrooms, offices, and common areas. We clean carpets and re-finish tile floors as needed.**

**Greene County Office Building at 411 Main Street – 5 Days/week**

**Greene County Courthouse – 5 Days/week**

**Records Management Building – 1 Day/week**

**Rivertown Senior Center – 1 Day/week**

**Tourism Office – 1 Day/week**

**Greene County Jail – 3 Days/week**

**EOC – 3 Days/week**

**Mental Health Building – 3 Days/week**

**Highway Office Building – 1 Day/week**

- **HVAC Maintenance and repairs at all county owned buildings**
  - **We replace an estimated 1-2 ceiling mounted heat pumps per year**
  - **All filters are changed per manufacturers recommendation in house**
- **Electrical upgrades and repairs**
- **Plumbing upgrades and repairs**
- **Drywall repair and painting**
- **Lawn mowing and shrub maintenance (approximately 15-18 acres)**
- **Brush hog the driving range (Coxsackie) 2X per year**
- **Snow removal and salting (13 parking lots)**
- **Parking lot repairs and maintenance**
- **Generator maintenance scheduling**
- **Elevator maintenance scheduling**
- **Fire sprinkler maintenance scheduling**
- **Monitor pest control at each location**
- **Set up and break down for events at the point**

**Some items I plan to work on over the coming year are listed below. My objective is to try and save money and time while creating a routine schedule.**

- **Vehicle maintenance and replacement plan**
- **Equipment maintenance and replacement plan**
- **HVAC maintenance program for each building**
- **Parking lot maintenance schedule (Sealing/Striping)**
- **Lighting upgrades for safety and security**
- **Security camera upgrades and new installations**
- **Evaluation of energy saving measures at older locations**
- **Demo of approximately 5% of records management building. This will be completed entirely in-house by our staff. We will install a new wall inside the existing structure and remove the failing wall and a section of the roof.**

**I look forward to the challenges ahead and will do my job to the best of my ability. After a full year employed, I will have more details on the information provided.**

***Craig Seaburg***

***Superintendent of Buildings & Grounds***