

ULSTER COUNTY EXECUTIVE

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June 1, 2026

Honorable E. Danielle Jose-Decker
District Administrative Judge
New York State Unified Court System
Third Judicial District
2500 Pond View, Suite 210
Castleton-On-Hudson, New York 12033

Dear Justice Jose-Decker:

As the Third Judicial District Administrative Office is aware, the Ulster County District Attorney has vacated some office space located on multiple floors of the Ulster County Courthouse, located at 283 Wall Street, Kingston, New York 12401, and no longer requires those areas for County operations. Accordingly, the County proposes to assign the vacated space to the New York State Unified Court System effective October 1, 2026.

Upon approval by the Unified Court System's Court Facilities Capital Review Board, the additional 4,900 square feet, as depicted on the attached courthouse floor plan, will be incorporated into the existing **Court Facilities Cleaning and Minor Repairs Agreement (Chapter 686)** between the New York State Unified Court System and the County of Ulster.

The newly vacated space presents an ideal opportunity to accommodate the expanding needs of and streamlining court operations by relocating the Ulster County Surrogates Court from the Ulster County Office Building to the Courthouse in Kingston. This reallocation aligns perfectly with the shared goals of both Ulster County and the Unified Court System to ensure an open and accessible justice system for the public. Consolidating these facilities will also streamline security operations.

This proposal reflects the County's continued commitment to supporting the growing operational needs of the Courts and its personnel by making effective use of available County resources. We are pleased that this arrangement appears to provide a practical and mutually beneficial solution for the Judicial and non-Judicial Court officials and staff.

Sincerely,

Jen Metzger
County Executive

Attached: County Courthouse Floor Plan

Cc: Brendan Masterson, Commissioner Department of Public Works
Robert Parete, Deputy Commissioner Department of Public Works
Amelia Lepore Sessions, District Executive
Matt Schaefer, Deputy District Executive
James Clark, Jr., Management Analyst Operations