

Town of Milton

115 Federal Street
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

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May 6, 2013

To: Mayor and Council

From: Dustan L. Russum

RE: Monthly Report

During the past month, the water, streets, and parks department has been very diligent with completing the issued work orders as detailed below. Along with doing the work orders that are shown below, there are other tasks that are done daily, weekly, and monthly. For example, trash is collected from the parks and street trash cans four times a week and now that spring is here grass is being cut once a week. In the water department, water samples are done everyday of the week and state samples are done once a month. The Public Works Department is also given the task of setting up and cleaning up any town meetings. There are several tasks that are completed for tracking, such as work orders, time sheets, and all water reports and readings are logged in and sent to the Department of Health.

Also I heard back from a grant through FEMA that I applied for two years ago. This grant was for fencing of our water towers, and shop. There is some information still to be completed by FEMA. Another ongoing project is with the park playground equipment. I've been in contact with GameTime (original vendor for the equipment) about the replacement of the flag masts on the ship, because they are splitting open and the paint is peeling off.

Water Dept. Issued Work Orders

shut offs for non - payments	re-read meters at Luther gardens
turn on for non payments	re seeded & top soiled front & 88
214 Atlantic St. Water leak	cleaned up road at 412 Atlantic st
dug test hole for 214 Atlantic St.	tamped hole at old post office @ added stone
re build chlorine pump	verify 344 bay ct water is on
turned water on from dis connects	located valves on Atlantic and chestnut
changed out chlorine pump / fixed crack line	install meter at 105 heritage blvd
new tap at old post office	turned water on at 344 bay ct
turned water on at 124 broad st	cleaned fluoride tank in well house
got meter books ready for meter reading	
new service line for 214 Atlantic St	
re connect water at 100 sassafras ln	
pump out pits to read meters	
take state samples	
take sampler test in Dover	
read meters	
read meters	
put barrels on patch on Magnolia St	
put up and take down flagging signs	

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Streets Dept. Issued Work Orders

cut down brush from ditch on Magnolia St.
haul 4 loads of brush back to shop
cold patch New St
filled dumpster with brush at shop
fix 5 broken street blade signs
cleaned up shop
cleaned off storm drains town wide
took ladder to police st and cleaned drain
plant trees in front of antique/ picked @ peppers
load brush in roll off at shop
pick up a load of cold patch
clean storm drains town wide
cut & trim ship builders blvd

Parks Dept. Issued Work Orders

picked up bags of weeds from garden club
pull weeds and trashed main park
pick up brush piles from park and haul to shop
worked on play ground equipment & sprayed bees
went to Lowes to get nuts and bolts for playground equipment
looked up playground equipment catalogs & ordered parts
picked up clippings from holly trees in park
pick up ground trash in park and fix swing
sprayed bees in park
cut grass on mulberry st
picked up water fountain parts in Georgetown
showed jay all areas of grass that the town maintains
pick up limbs for the garden club

Trash Work Orders

new can del 329 Carlton
del. New cans to 409-411 village center blvd
pick up yard waste from garden club

Admin Work Orders

personnel meeting in town hall
take bills to post office
take tables out of town hall
set-up for voting