

Town of Milton

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Milton, DE 19968



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To: Mayor and Council
From: Dustan L. Russum
Public Works Director
RE: Monthly Report

A handwritten signature in black ink, appearing to read "Dustin Russum", is written over the "From:" and "RE:" lines of the header.

November 22, 2013

During the past month, the water, streets, and parks departments have been very diligent with completing the work orders as detailed. Along with completing the work orders, there are other tasks done daily, weekly, and monthly. For example, trash is collected from the parks and street trash cans six times 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 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.

The Cannery Village punch list is still an ongoing topic this past month. Pennoni reviewed the list I made and took pictures for documentation. This will allow us to track the work as its being done. The next step in the punch list process is Pennoni will review the sub division plans to make sure things are installed in the right locations.

Another project in the works is the bridge on Union Street. I have scheduled a meeting with Del Dot and Pennoni to determine what is needed to correct the sinking sidewalks along the bridge. This past week, the Town's Maintenance Department installed two steel plates, as a temporary solution to reduce the chance of someone tripping and falling. The intersection signs at Route 88 and Chestnut Street are almost completed; we are still waiting on a few signs from Del-Dot. We were able to hang all the snowflakes on the poles with assistance from Town of Georgetown's staff and equipment, they also sent over their street sweeper to sweep our streets.

We are still working on painting all of the fire hydrants and are waiting on reflective tape, as required in our specifications. I have also begun to arrange changing out some of the Towns outdated fire hydrants. The first two are located at Route 16/ Mulberry Street and at Pine Street/ Bay Avenue. Once these two are changed out, we will start replacing valves.

Well five is now operating on emergency- active status, which means it can be used at any given time for an emergency, without having to be tested at the time it's turned on. Last, the water tower foundation at Shipbuilders remains at approximately 85% from completion. Baker, Ingram and Associates is still in the construction design stage of this project.

Work Order Number	Received From	Received Date	DESCRIPTION	Assigned Department
W13-001	UTILITY/ TAX REQUEST Allison Sangree	11/4/2013	METER READ FOR 305 VILLAGE CENTER BLVD	Water
W13-002	Town Hall	11/5/2013	Check connection status 315 Union	Water
W13-003	UTILITY/ TAX REQUEST	11/6/2013	Change lightbulbs and timers around Town hall Building	Town Hall
W13-004	UTILITY/ TAX REQUEST	11/6/2013	METER READ FOR 610 BENNETT ST VILLAGE CENTER BLVD	Water
W13-005	UTILITY/ TAX REQUEST	11/7/2013	Meter Read for 136 Ellison Drive	Water
W13-006	Laura Owens	11/8/2013	Deliver trash and recycling cans 305 Village Center Blvd	Water
W13-007	UTILITY/ TAX REQUEST	11/12/2013	METER READ FOR 201 RIDGE RD	Water
W13-008	305 Village Center Blvd	11/7/2013	Deliver trash and recycling cans	Water
W13-009	UTILITY/ TAX REQUEST	11/13/2013	METER READ FOR 305 MILL STREET	Water
W13-010	Kristy	11/15/2013	Pond on Lavinia St-water level is high, pipe needs to be cleared	Water
W13-011	Kristy	11/15/2013	Take boxes in upstairs conference room to attic	Town Hall
W13-012	Randy Preston	11/18/2013	Deliver trash and recycling cans 303 Walnut st	Water
W13-013	Krystle	11/14/2013	Disconnect water at 111 federal st-plumbing work	Water
W13-014	Krystle	11/18/2013	Reconnect water at 111 federal st	Town Hall
W13-015	Krystle	11/18/2013	Deliver trash and recycling cans 305 Mill St	Water
W13-016	Krystle	11/18/2013	Deliver trash and recycling cans 305 Mill St	Water
W13-017	Krystle	11/18/2013	Deliver trash and recycling cans 305 Mill St	Water
W13-018	Krystle	11/20/2013	Replace 3 light bulbs in front office, 1 light bulb in lobby, set timers to 4:30	Water
W13-019	Janet Terner	11/20/2013	Deliver trash and recycling can 113 Mill Pond Ave	Town Hall
W13-020	Krystle	11/20/2013	Check water pressure at 606 Union St- dimenishing-Canceled	Water
W13-021	N/A	11/20/2013	Pickup passed away cat on Federal St	Water
W13-022	N/A	11/18/2013	Setup for meeting	Streets
W13-023	UTILITY/ TAX REQUEST	11/19/2013	Clean up for meeting	Town Hall
W13-024	Krystle	11/21/2013	Check connection and meter read 428 Mainsail Ln	Town Hall
W13-025	Town Hall	11/22/2013	Check connection status and meter read 400 Mulberry St IRR 2107-0	Water
		11/12/2013	Setup for meeting	Town Hall