

Town of Milton

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December 29, 2014

To: Mayor and Council

From: Kristy Rogers

Re: Administrative December Monthly Report

Throughout the month of December, the Administrative Department has completed several tasks pertaining to Lien Certificates (for property settlements), FOIA requests, maintenance of tax and utility accounts, agendas, project invoicing, review of monthly finance statements, accounts receivable and payable, and administrative assistance to other departments.

We also met with Ken Carlson, ShoreScan, to implement better processes of record retention using the current scanning system at Town Hall. A new feature available through ShoreScan is wide format scanning, which would be beneficial for construction, subdivision, and utility plans. I have obtained a quote for the addition of this service, which will be introduced during the six month budget review.

The Annual Municipal Election will take place on Saturday, March 6, 2015. Notices have been posted online as well as in various locations (Library, Post Office, and Town bulletin board) and published in the Cape Gazette, Sussex Countian, and Delaware State News. The deadline for Solicitation of Candidates is January 6, 2015. The Board of Election held their first meeting on December 8th; a flyer regarding voter registration will be mailed with the next utility billing the first week of January. The voter registration deadline, for the 2015 election, is February 5th.

On December 8th, Deputy Attorney General Edward Black, presented the FOIA Roadshow at the Milton Library. A copy of the PowerPoint presentation has been posted online.

A ribbon cutting was held by the Chamber of Commerce for Wine Knot, P.C. Rods, and Nest Spa and Skin Care Boutique. I'd like to extend another welcome to those new businesses in Town and the best wish for success!

On behalf of Sussex County, I'd like to pass along a new initiative implemented, called Smart911. This public safety system is a free service which allows all residents and visitors of Sussex County to provide information about themselves and their family to 9-1-1 prior to an emergency. The private and secure safety profile will display automatically to the 9-1-1 dispatcher when a call is placed to 9-1-1. The safety profile provides first responders with vital personal and medical information to help understand the emergency faster and with more detail. Visit www.smart911.com for more information and to register for FREE.