

Town of Milton

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February 24, 2015

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: Administrative February Monthly Report

Throughout the month of February, the Administrative Department, through work of the Town Clerk, Accounting Clerks, and Receptionist, has completed several tasks pertaining to Lien Certificates (for property settlements), FOIA requests, maintenance of tax and utility accounts, preparation and posting of agendas, assembled meeting packets, project invoicing, review of monthly finance statements, accounts receivable and payable, customer service, various correspondence, voter registration, posted updates to the Town website, presented the 2014 "State of the Town" report, property tax billing, and administrative assistance to other departments.

To follow up on the progress of the Shipbuilders Tower foundation project, plans are being received and are under review by Pennoni Associates, Town Engineer.

In fiscal year 2014, proprietary budget funds were allocated for the water system mapping project. Due to unforeseen circumstances, the project was placed on hold and budget funding was allocated again in fiscal year 2015. On February 4th, Mr. Wingo and I met with Pennoni Associates to discuss the water system mapping project and determine a plan of action. The project is set to begin next month and the first phase is expected to be complete early summer.

News from Sussex County Council: Due to a budget surplus in 2014, the County is passing the surplus to the Towns. An additional \$10,000 is designated to the police department and another \$10,000 is a one-time grant to support an infrastructure or economic development project. On February 19th, Town Council approved the use of the \$10,000 towards the repairs/replacement of the curbing and sidewalks located along the Town parking lot on Magnolia Street.

During the first Council meeting in February, Council passed a Resolution to proceed with the grant application process for the Delaware Coastal Programs, for local planning and strategy implementation of sea level rise. I'm again pleased with the grant submission, and am delighted to announce that Milton was awarded the funding. I am awaiting the official award documentation, then together we will begin to make progress with the proposed study.

As reported last month, I was in the process of finalizing the hiring of an additional Public Works employee. I'm pleased to announce that effective February 9th, Mr. Eric Darby was hired.

Reminder: the Annual Municipal Election will take place on Saturday, March 7, 2015 at Town Hall between the hours of 8am and 6pm.