

Town of Milton

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January 26, 2015

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: Administrative January Monthly Report

Throughout the month of January, 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, prepared tax appeals for public hearing, customer service, conducted voter registration, posted updates to the Town website, and administrative assistance to other departments (such as, mailing of business license letters). The 4th quarter utility billing was assembled and mailed with inserts relating to voter registration, winterization, 2015 Waste Collection calendar, and Code Enforcers Report.

Since the vendor was approved for the Shipbuilders Water Tower Foundation project and the approval of inspection services occurred, the Notice of Award, and Agreement were executed on January 12, 2015. Both documents were received back from Corrosion Control on January 23rd. Mr. Wingo met with the Principal and Maintenance Superintendent of H.O. Brittingham Elementary School to coordinate student, teacher, busing, and construction traffic during the construction timeframe.

During the January 5th Council meeting, Council voted to approve matching funds for continuation of preparing the Delaware Coastal Programs application for local planning and strategy implementation of sea level rise. As a result of funding being approved, on January 7th, Mr. Collier, Mr. Wingo, and I met with Carlton Savage and Bruce Jones of Pennoni Associates, Inc., to discuss the Delaware Coastal Program application and the Town's need to plan for sea level rise and coastal storms. During this meeting, discussion allowed for progress to be made in a vision, and specific goals for the grant application. A subsequent meeting with Susan Love, DNREC, also provided the Town with more information to proceed with

drafting the application requirements. I am proud of the work, dedication, and assistance given by Mr. Collier and Mr. Wingo. Council will receive a copy of the entire grant package and proposal in their packet for the February 2nd Council meeting, along with a Resolution to approve of the grant submission.

Upon Council's approval of hiring an additional public works employee, I posted the Public Works Operator I employment position, which closed on December 16th. Eight applications were received and three interviews took place on January 12th. I am in the process of finalizing the hiring procedure.

During the week of January 13th through 16th, I attended Region II, International Institute of Municipal Clerks Conference in Dover. Discussion sessions topics were, Character, How to Effectively Manage Conflict, Leadership, Ethics in Government, Teamwork and Planning, Emotional Intelligence, and Engaging Employees.

The first Friday of each month, the Sussex County Association of Towns - Steering Committee meets to discuss the upcoming legislation session. Annually, the Steering Committee hires a lobbyist to represent the Association in Dover when House and Senate Bills are introduced and presented for discussion. I attend these monthly meetings and will keep Council informed of what information is brought forth through the Committee.

Reminder: the Annual Municipal Election will take place on Saturday, March 7, 2015; Voter registration deadline, is February 5th.