

Town of Milton

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March 31, 2015

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: Administrative March Monthly Report

Throughout the month of March, 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, posted updates to the Town website, began preparing for the April utility billing, human resource duties (payroll and new hire processes), and administrative assistance to other departments.

Saturday, March 7th, was the annual municipal election. During the day, 294 registered voters cast their vote at Town Hall; 18 voted by absentee ballot. Thank you to the Election Officers, and the Board of Elections' Inspector for volunteering their time on Election Day.

A pre-construction meeting was held for the Shipbuilders Tower foundation and construction is scheduled to begin in April, weather permitting.

I attended the Community Exchange workshop hosted by the University of Delaware and Delaware Sea Grant. Topics discussed varied from project funding to implementation of flood mitigation. Another session I attended was presented by DNREC which focused on enforcing floodplain regulations.

Two pre-bid meetings were held this month for the Streets Paving (Prettyman Street, Hazzard Lane, and Manship Street) Project and the Magnolia Street Curb and Sidewalk Project. Bids are due by 2pm on April 2nd, at which time they will be opened and read aloud. Council will receive a bid tabulation for each project for contract award on April 6th.

Employee Appreciation Day was celebrated in March. I'm very confident in the skills and abilities of all our employees and proud of their dedication to serving the citizens of Milton.

Interviews were conducted for the Office Assistant / Receptionist position. I will be completing the interview evaluations and finalizing the hiring process within the next week.

During the 2014 State of the Town presentation, I mentioned contacting the Delaware Forest Service (DFS) to schedule onsite training for the public works staff on pruning the downtown trees. As a follow up to that statement, DFS recommended waiting until the fall.

The Water Infrastructure Mapping project began on March 30th. Pennoni Associates along with our public works staff will be completing the field work during the next month. The first phase of the project is to establish a base plan of the water infrastructure for purposes of future water modeling, water system planning, day to day maintenance reference, and archival. Maps and AutoCAD files will be generated from the field work.

Upcoming Events:

Milton Garden Club - Clock Fundraiser at noon on April 12th

Milton Farmers' Market beginning at 3pm on April 17th

Milton Library - 140th Anniversary Presentation at 5:30pm on April 17th