

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

Fax: 302-684-8999

July 1, 2015

To: Mayor and Council  
From: Kristy Rogers, Town Clerk  
Re: June Administrative Monthly Report

A handwritten signature in black ink, appearing to be "KRISTY ROGERS", written over a horizontal line that extends to the right.

During the month of June, the Administrative Department, through work of the Town Clerk, Accounting Clerks, and Office Assistant / Receptionist, has completed several tasks pertaining to Lien Certificates (for property settlements), FOIA requests, maintenance of tax and utility accounts, scheduling meetings for Council and Committees, preparation and posting of agendas, assembly of meeting packets, project invoicing, bank reconciliations and review of monthly financial statements, accounts receivable and payable, customer service, various correspondence, posted updates to the Town website, human resource duties, mailings, scanning Town records for archival, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council.

To follow up on the Memorial Park Lighting project, only one bid was received in May. The project has been placed out to bid again, with the goal to obtain multiple competitive bids. The bid opening will be July 20<sup>th</sup>. Also, the Magnolia Street Sidewalk project was completed on schedule and remained in compliance with the grant funds received from Sussex County.

On May 26<sup>th</sup>, Town Council held a meeting that resulted in the approval to apply to the Water Infrastructure Advisory Committee, Office of Drinking Water, for a matching grant. I attended the Water Infrastructure Advisory Committee meeting on June 17<sup>th</sup> and am pleased to report Milton was awarded the \$75,000 matching grant to complete the following: water infrastructure mapping, create a model of the water system, then begin critical planning of future infrastructure.

Milton has been a member of the Delea Founders Insurance Trust (DFIT program) for a few years. This is a self-insured workers compensation fund for the municipalities of Delaware and overseen by the Delaware League of Local Governments. At the quarterly meeting on June 18<sup>th</sup>, the participating municipalities were made aware of the exceptional performance of the plan, and there would be a prorated return of premium received related to premiums paid during the last three years.

The last few weeks of June become fast paced at the Legislature due to Bills, Resolutions, and the State budget which need to be voted upon. A few proposed changes to the State budget were to eliminate Municipal Street Aid Funds, Community Transportation Funds, and reduce the Realty Transfer Tax by one-third. In reviewing just Milton's fiscal year 2015 budget, together this would have reduced the available revenues in excess of \$235,000.00. Joining a few Town Managers and Mayors, I attended Legislative Hall on June 30<sup>th</sup>, in opposition of the proposed budget cuts. When all Bills had been voted upon by the House and Senate, Municipal Street Aid Funds, Community Transportation Funds, and the Realty Transfer Tax percentage were restored to the amounts of Fiscal Year 2015. Milton's Charter amendment was also approved by the House and Senate.

**Upcoming Events:**

**Town Council Public Hearing on July 20<sup>th</sup>, beginning at 6:30pm, relating to the buffer from certain bodies of water, generators, and fences. The draft Ordinances are available on the Town website.**

**Bringing Mayberry Back to Milton – 2<sup>nd</sup> Annual festival, July 4<sup>th</sup> beginning at 10am**

**Milton Farmers' Market every Friday at 3pm**

**Summer Concerts in Memorial Park every Wednesday at 7pm**

**Movies in the Park – July 9<sup>th</sup> and 23<sup>rd</sup> beginning at 8:30pm**