

Town of Milton

115 Federal St
Milton, DE 19968



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December 28, 2015

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: December Administrative Report

A handwritten signature in black ink, appearing to be "KRISTY ROGERS", written over the "From:" line of the letterhead.

During the month of December, the Administrative Department, through work of the Town Clerk, Accounting Clerk, and Office Assistant / Receptionist, and Accounts Payable Assistant, 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, preparation and review of monthly financial statements, accounts receivable and payable, customer service and various correspondence, posted updates to the Town website, human resource tasks, mailing of tax and utility delinquency notices, scanning Town records for archival, preparing meeting minutes, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council.

Voter Registration and Solicitation for Candidates notices for the annual municipal election have been posted. The 2016 Municipal Election will be held on Saturday, March 5, 2016, from 8am until 6pm at Milton Town Hall. A resident must be registered to vote with the Town of Milton. Voter registration guidelines are posted on the Town website, www.milton.delaware.gov. If you are not registered to vote with the Town of Milton, the deadline to register to vote is Thursday, February 4th.

As a result of a resignation in the Public Works Department, the Public Works Supervisor and I conducted interviews to fill the Operator I position. I am still in the process of background and reference checks. It's anticipated for the position to be filled in the next few weeks.

I represented the Town at a few meetings and a training session in December, such as: Delea Founders Insurance Trust quarterly membership meeting, Delaware Municipal Clerks Association quarterly meeting, and Delaware Institute for Public Administration seminar focused on compliance with the Americans with Disabilities Act.

December 22nd was the property value appeal deadline. Certified letters were sent to those who filed an appeal form. The Town Council, sitting as Board of Appeals, hearing is scheduled for January 6, 2016.

The Personnel Committee met twice in the month of December to continue its tasks relating to the Chief of Police hiring processes. The Chief of Police applications were reviewed, as recommended by the Personnel Committee and approved by Town Council. The Personnel Committee and Interview Panel members met to develop interview questions, interview processes, and responsibilities.