

# 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

May 30, 2019

To: Mayor and Town Council  
From: Kristy Rogers, Town Manager  
Re: May Administrative Report

In addition to administrative functions, the following are May highlights:

- Correspondence with representatives of Verizon related to the installation of a cell tower at 210 Front Street.
- Correspondence with representatives of Milton Fire Department on preliminary site plan and building permit.
- Attended pre-construction meeting on the Shipbuilders Well project.
- Attended the Sussex County Association of Towns meeting and its Steering Committee meeting.
- Met with a subcommittee of the Board of the Milton Historical Society to determine a parking partnership related to the Magnolia Street Drainage Project.
- Met with a representative of USDA on the status of Milton's current water project planning grant, and to review the possible USDA funding method for construction of the project.
- Met with town staff and Pennoni Associates (Town Engineer) to begin the code revisions of town code chapters 183, 188, 220 and an accompanying construction manual.
- Met with interested persons on the annexation process, zoning, and permitted uses on two parcels along Route 16.
- Recorded FY19 six-month budget amendments approved at the May Town Council meeting.
- Held town staff insurance open enrollment meeting.
- Attended the ICMA affiliate, Women Leading Governments meeting; also attended the quarterly City Managers Association of Delaware meeting.
- Was present for the Delaware Health and Social Services delivery/education of ticks and Lyme disease.
- Attended the monthly Delaware League of Local Governments meeting.
- Attended the VFW Memorial Day ceremony.
- Continued organization and oversight of Town projects and administrative matters.

## Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) –Lighting to be decided upon for the completion of final plans. DelDOT is delayed with final plan submission due to change in specifications of the bridge repairs.
- Town Comprehensive Plan: I would like to schedule a workshop style meeting to discuss the beginning requirements of implementing the Comprehensive Plan. Currently working to coordinate the meeting with staff from the Office of State Planning Coordination.

- Wagamons Water Main Extension – Project is progressing well. Boring is complete. Connections are scheduled to begin next, followed by installations in Federal Street.
- Shipbuilders Well and Treatment Facility – Plans and specifications are 90% complete. The preconstruction meeting for the well portion of the project was on May 8<sup>th</sup>. Tests are complete and once results are received, materials can be ordered for the well drilling.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Town Council voted on March 4<sup>th</sup> to proceed with two stipulations. Greg and I met with the Board of the Milton Historical Society to present the project; also met with Representative Smyk and Senator Lopez for funding coordination. Another follow-up meeting was held with a subcommittee of the Board of the Milton Historical Society to develop a parking partnership.
- Sidewalk Repairs – Greg and Mike are compiling a list of sidewalks in need of repair. A preliminary list is complete. Annual notices will be mailed in June.
- Purchasing Policy –Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Annexation Fee Study – Study is complete and recommended fee was adopted with FY19 annual budget. The Community Impact Fee task order cost was included in the six-month amended budget report. Will begin the study in June./July.
- Atlantic Avenue (from Union Street to Country Road) and Chestnut Street (from Front Street to Coulter Street) water main, valve, corporation and town service line replacement: The Town was awarded the USDA grant for the preparation of the planning and project engineers report. Field/survey work is complete. Working on design and engineer plans.
- Information technology and cyber security assessment – Final report complete; will be working with the Town's Information Technology manager to develop needed policies and procedures. The server has been moved to a secure area, as requested in the assessment report.
- ADA Transition Plan and Self-Assessment Report - coordinating efforts with University of Delaware, Center for Transportation, for assistance and development of required plans. Funding was approved in the FY2019 Town budget.
- Homeland Security Grant - for security improvements in the Lobby area at Town Hall: grant received, but have not started design plans. Anticipated to begin design in June.
- Town Charter Amendment – Passed the House of Representatives; waiting for the Charter to be heard before the State Senate.