

Town of Milton  
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Milton, DE 19968



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June 26, 2019

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

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

- Correspondence with representatives of Verizon related to the installation of a cell tower at 210 Front Street.
- Applied to the Delaware Bicycle Council for a grant to complete a feasibility study on connectivity of Rails to Trails Phase II at Lavinia Street to Mulberry Street by means of a shared-use path.
- Accounting Clerk attended the quarterly DFIT insurance meeting.
- Internship of a University of Delaware, Local Government Management student began; Welcome to Milton, Antonina! She works part-time with the Town of Milton and the Town of Fenwick Island. This program is for summer months only.
- Reviewed and completed water discrepancies.
- Attended the Water Committee meeting.
- Met with representatives of Milton Theatre on planning of Zombie Fest.
- Viewed a webinar through Milton's insurance carrier on Accident Investigation.
- Attended the Sussex County Association of Towns Steering Committee meeting.
- Continued organization and oversight of Town projects and administrative matters.

#### Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – On June 25<sup>th</sup>, I was informed by representatives of DeIDOT that due to alignment issues in another project, they had to remove the installation of conduit from the Milton Rail to Trails construction plan. DeIDOT still grants the town the authority to install the underground infrastructure and lighting system after the trail is complete. I was advised that this work can be done with little disturbance to the trail area. Prior to this news, I applied to the Outdoor Recreation, Parks and Trails (ORPT) program for the costs of the lighting (including underground infrastructure); I will not have a grant status until this fall. I will continue to search for additional grants as needed.
- Town Comprehensive Plan: Tentative dates for the Comprehensive Plan workshop are July 22 or July 29. This will be the same meeting as the Fiscal Year 2020 budget presentation.
- Wagamons Water Main Extension – Project is progressing well. It's anticipated that the work within Federal Street will be completed by July 4<sup>th</sup>.
- Shipbuilders Well and Treatment Facility – Plans and specifications are 90% complete. The well drilling permits were received the week of June 17<sup>th</sup>. Well drilling operations began on June 24<sup>th</sup>.

- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): I'm awaiting results of possible state funding and the parking partnership with Milton Historical Society.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair. Revisions are being made. It's anticipated to have letters mailed in July.
- Purchasing Policy –Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Annexation Fee Study – Study will begin in 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. Draft plans are prepared and are being reviewed. Next steps are finalize plans, create an engineer's estimate, and then submit the engineers report and financial data to the USDA.
- 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 and State Senate. Waiting for the Governor to sign.