

Town of Milton
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July 31, 2019

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

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

- Prepared, completed, and presented the Fiscal Year 2020 annual budget.
- Completed disbursement requests for first withdrawals on the Drinking Water State Revolving Fund projects.
- Prepared invitation to bid and bid documents for the New Street paving rehabilitation project. Also advertised project, attended project pre-bid meeting, and held bid opening.
- Completed DelDOT audit of past years CTF Agreements.
- Attended progress meeting for Wagamons Watermain Extension project.
- Met with KCI Technologies to begin Community Impact Fee study.
- Met with property owners regarding lighting of Rails to Trails Phase II.
- Attended both Finance Committee meetings.
- Reviewed and approved Certified Local Government grant application for historic preservation training.
- Attended and participated in the WBOC vestibule groundbreaking event.
- Continued progress with Verizon on the agreement for installation of a cell tower.
- Advertised and reviewed applications for Code Enforcement Officer.
- Updated Town Clerk and Project Coordinator job descriptions for review and approval by Town Council.
- Attended the Tidewater Public Hearing on the proposed treatment plant on Sam Lucas Road.
- Held meeting with community members to begin planning the 9/11 Memorial Ceremony for 2019.
- Continued organization and oversight of Town projects and administrative matters.

Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – Final plans were received by the Town. I'm working with Delmarva Power to verify the feasibility of installing lighting after construction of the trail.
- Town Comprehensive Plan: A list of implementation items will be drafted, prioritized, and submitted to Town Council for review.
- Wagamons Water Main Extension – Project is nearing completion. Substantial completion is to be achieved by August 13th.
- Shipbuilders Well and Treatment Facility – Well drilling is complete and an initial water sample has been taken. The Town is waiting for water results and pump test results.

- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Currently, the Town has received \$435,000 in State funding towards the project. The bulkhead deterioration is more extensive than originally observed. Public Works and Pennoni will continue to evaluate the bulkhead for a final determination on the scope of work and final project cost estimates.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair. Revisions are being made.
- Purchasing Policy – Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Community Impact Fee Study – Study began 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. The Computer Access policy has been updated and currently being reviewed.
- 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 and being carried into FY2020.
- 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 Fall of 2019.
- Town Charter Amendment – Governor Carney signed the Charter amendment July 17th.