

# Town of Milton

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**To: Mayor and Council**

**From: Greg Wingo, P.W.S.** *Greg Wingo*

**Re: July Monthly Report**

**Date: July 31, 2019**

## Water Department

The Water Departments Daily, Weekly and Monthly tasks are as follows: Daily well checks and lab work, Daily meter readings for settlements, Daily maintenance on water meters, Daily locates for water mains and water service lines for Miss Utility of Delmarva (locate tickets), Daily inspections of all water equipment in Treatment Plants, Pump Houses and Water Towers, Weekly chlorine testing town wide, Weekly well depths taken on all wells, Weekly flushing program for all dead end water mains and blow off s, Weekly valve exercise program on water main street valves, Weekly inspection on all water department tools and equipment, Monthly task include water sampling town wide along with special water sampling town wide, Ordering of supplies and cleaning of all water department building. Other task that the Water Department Staff has worked on this month have been installing new water meters for new construction on the domestic side and installing new meters for irrigation systems, installing irrigation water meters for existing homes and on the domestic side, performing inspections on existing homes that have installed a new meter pit or are relocating the meter to the yard, performing inspections on service lines, fire hydrants, curb valves, curb boxes, water meter pits and water mains. I have been reviewing plans, helping with the development and design of future water infrastructure, working with the town engineer firm on projects, working with the water committee, meeting with residents, Council members, engineers, developers, town manager and staff regarding projects for the water system. This month the tool box talks have been focused on Safety in a hazardless situation. I have started putting together my 2020 budget.

- Hydrant Flushing Program: We've started flushing hydrant throughout the town and have been flushing out all blow offs. Blow offs are on a weekly program and Hydrants are getting flushed when needed to help conserve water.
- Heritage Creek Phase #5 – A.P. Croll (Contractor) has completed the storm pond project, storm pipe, sewer and water main install. They are currently building the roadway.
- Wagamon's Water Main Ext. Project – The water main install has been completed, passed all inspections, passed all water test and is currently online with the system. The contractor has a few more things to complete and everything will be done.
- New Shipbuilders Water Well – The well has been completed and we are waiting on all water test results to come back from the lab to finish the design for the pump.
- Shipbuilders Treatment Facility – This project will go out to bid after all materials have been reviewed and water test results come back from drilling the new well.
- Hydrant Color Coding – We've started town wide color coating the fire hydrants. This project will continue through September.
- Replacing out Water Meters – We've been replacing out water meters and repairing meters as they go bad. This is an ongoing project that will continue. This project is moving along good as when we find meters that are bad we change them out. I make all repairs to the meters so we can keep an inventory. I have had meetings with Master Meter reps. to discuss some of the failing meters we have. We have more meter heads we have found this month that have gone bad and I have a call into Master Meter to see if we can get them covered under warranty. Master meter has sent us more meter heads to replace some that are still covered under warranty.
- Water Leaks – We've had two leaks on home owner's side (in pits, under home on pipes, inside homes, contractors running over meter pits and valve boxes) and no leaks on the town's side this month. All leaks have been repaired and inspected.

- Repairs for fire hydrants – We’ve got four fire hydrants on Federal St., Front St., Chestnut St. and Atlantic Ave. that need to be changed out. Public Works along with a contractor will do the change out as weather permits in early spring. I have talked with the contractor and we have set up a few dates in September to get these completed.
- Atlantic Ave and Chestnut St. Water Main Replacement Project: We are getting together all the information for the main replacement, service lines, taps, fire hydrants, meter pits, curb stop valves and street valve. This project is in the planning stage and will continue for a few months trying to get all information together. Information that has been completed is the surveys, locates, sketches and meetings to discuss the project and information sessions. All of the outside work is finished and we are working on getting all the information on a plan. I am almost complete with the review of the design and then we will meet to discuss the funding options for this project. We are about 95% done on the planning and should be completed by August. Schedule conflicts have put us behind on finishing this.
- Sam Lucas Water Main Project – We are gathering information and cost to run a water main to the Sam Lucas property. I am waiting for the final cost estimate for this project from the Engineer. I have finished the review and design with Ms. Rogers and the Engineers. We have completed this part of the project and we are waiting further action to move forward. I have discussed this project with the Water Committee and we will be making a recommendation at a later date. No further action has been done with this project.
- Atlantic Street Water Main Upgrade – We have gathered all the information needed to get a cost estimate and placement. We have completed this part of the project and we are waiting further action to move forward. I have talked this over with the Water Committee and we will be making a recommendation at a later date. We have received a task order from the engineer and waiting on the town manager to sign.
- Test Bench – Mars has sent new tanks, installed and have finished the calibrations. We will start testing meters in a few weeks.

- Milton Fire Company – Everything has been approved on Public Works side and just waiting on construction to start.
- Cannery Village Phase #4 – I have reviewed the plans, discussed with towns Engineers, Cannery's Engineers, had a few meetings with all parties involved and made comments on the design. Attached to my report you will see the comments that have not been addressed or changed. I have not heard anything back on this project so I have no updates at this time.

### Street Department

The Street Department's Daily, Weekly and Monthly task include Cleaning storm drain grates, Picking up trash and Sweeping the curb line on streets, Replacing and Repairing sign's and Sign post, Emptying trash receptacles, Cold patching holes in the streets, Street light repairs turned into Delmarva Power and Repairing street lights owned by the town. The Public Works Staff keeps a good look out for holes in the roadway, sign's and sign post that need to be repaired, sidewalks town owned that need to be repaired, curbing that needs repaired and any hazards in the roadway or on resident owned sidewalks. We've had several holes in the roadways that have been patched with cold patch this past month due to the weather with all the rain it will not get any better and I have discussed with my staff to keep a good eye on this as it is a safety issue and takes top priority. Below is a few projects the Streets Department is working on.

- New Sign's Town Wide – Public Works is currently working on upgraded all sign's and post town wide. This project is moving along ok and will be a continuing project.
- Storm Drain Repairs – Storm Drain repairs consist of grate adjustments, grate and frame replacements, box and pipe clean out and repairing boxes. This past month we've had to clean out three boxes. We are currently having to deal with leaves, dirt and trash in gutter pans and in the storm drain pipes and boxes. We have a storm drain box on Federal Ext. that we will be rebuilding, this box is a

triple pan and I have ordered some materials so we can finish the repair.

- Curb Line Clean up – Public Works Staff is currently cleaning up the curb line that consist of trimming back limbs and bushes and also sweeping the curb line picking up dirt. We are trying to focus on the gutter pans to keep them clean. Because we do not have a sweeper this is a very difficult thing to keep up with.
- Street Paving and Repairs – I'm waiting on quotes for New St, Sand St, Shipbuilders BLVD, South Spinnaker ln and Rudder ln. Also I am waiting on two more quotes for patches that have concrete in the roadway. I have received a few of the paving quotes and will have a meeting to discuss with Ms. Rogers to move forward. We are sending out a Bid for New Street in a few days. We've have received bids back on New Street and sending to Mayor and Council in August meeting for approval. We are currently working on quotes for Sand St.
- Chestnut Crossing –I am waiting to hear back from the Developer on the punch list that has been provided to them. I have talked with Mr. Grahne and I am waiting for information he is sending to me by email. I am scheduling a meeting with Mr. Grahn. Mr. Grahn has not replied to me so I have no update.
- Merriweather Sub-Division – I have had several meetings with the owner and contractors. Ms. Wilkerson has signed the quotes for the road work and concrete work and I am waiting to hear from the contractors on a schedule. The storm drainages issues they are working with DNREC on and they are moving forward meeting the standards they have set. I am waiting on the schedules from the contractors and the owners have started cleaning up the storm area. Waiting for the owner to return the permit application then the contractors will set up schedules. I had a meeting with the owners and they are working on getting another contractor to do the concrete work.
- Preserve on the Broadkill Phase #2 – I have talked with the Developers and along with Mr. Collier sending them a letter we are finally moving forward. Mr. Reed has sent me a request to start the process for dedication. I am in the process to set up a walkthrough of

Phase #2 to put together a punch list of items that need to be repaired or completed. I am reviewing the punch list and will be sending it to the developers after I finish my review. Punch list has been sent to the Developers, waiting on response.

- Sidewalks Town Owned – At this time Public Works has completed all the town owned sidewalks that needed repaired. I am currently working on a list for 2019. Sidewalk list for town owned sidewalks has been completed and I am scheduling repairs.
- Sidewalks town wide – I am currently inspecting and creating a list for review with Ms. Rogers and the Mayor. I have had a meeting with Ms. Rogers, Mayor and Vice Mayor and we discussed what I have completed at this time. I am looking to finish all my documentation and we should be ready to send out the letters in May. I have finished the list of sidewalks and turned over to the town manager. Per the Mayor I am to only send out 25 letters at a time. I am working on the list of address then we will start sending out the letters.
- Magnolia St. Parking Lot – We've completed the plans and recommendation for the parking lot and will be sending over for review by the Mayor and Council for February council meeting for approval to move forward. Council has requested more information for the March meeting. Council has approved us to move forward with this project at the March 18 meeting. Ms. Rogers and Myself had a meeting with M.H.S. and will be meeting with their Board members on April 18<sup>th</sup> to discuss the parking on Magnolia Street. We have scheduled a meeting with Representatives to discuss the funding. We've discussed with the Representatives and with the board for M.H.S. We are waiting on the inspection of the bulkhead to be completed and for the final review from M.H.S. with a decision. We have had a few meetings with M.H.S. and discussed a few of their ideas. We are working with the engineers to see if we can fit the last plan M.H.S. has given to us. We are still working on the Bulkhead issue trying to figure out if some of the Bulkhead needs to be replaced or if we need to do a full replacement. I am setting dates in August to finish the inspection.
- Line Painting – We are currently working on all the line painting in town. When we start back up in July I will be scheduling Federal Street and Union Street parking. As a request from the Mayor, he

would like the parking spots on Union Street to add the “T” Cap on the parking spots so they match Federal Street, this will be done when we line the streets.

- Shipbuilders BLVD Speed Limit Signs (25) – The poles and signs will be installed in July. This is completed.
- Cannery Village Speed Limit Signs (15) – Signs have been ordered and will be installed when they come in. Signs have come in and I have put on the schedule for the first of July. This is completed. We noticed on the first section of Village Center BLVD there were no signs or poles so I have ordered the materials to install them.
- Village Center BLVD Curb Painting & No Parking Signs – As weather allows I will have the curb line painted and no parking signs installed. I had a meeting with Dogfish maintenance supervisor and Mr. Carter to explain that this is town owned and what my staff will be doing to the curbs and installing the signs. Curb painting has been completed and signs will be installed in July. This is completed.
- Tilney, Reed & Clifton Speed Limit Signs (15) – Signs have been ordered and when they come in I will have them installed. Signs have come in and are on the schedule for next week. This is completed. I have ordered two more signs for Reed St.
- Cannery Village Phase #4 – I have reviewed the plans and have made comments regarding the streets and sidewalks. I have not heard anything back so no update.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – We’ve been working with the Engineers from the Fire Company Project to design and put on plans for upgrading Front Street. This project is being reviewed by the Towns Engineers so we can finalize the design and set up a meeting with Representatives to discuss the funding. I am waiting for a final plan set from the town’s engineer.
- Curb and Road Repair Wagamons BLVD – Talked to a contractor to make repairs.

- Village Center BLVD – I have talked with contractor to get repairs done on curbing.

### **Parks Department**

Public Works has been very busy cleaning up all the parks. Daily, Weekly and Monthly task include walking the parks picking up trash, checking all electric outlets, checking breaker boxes, performing playground and equipment inspections, trimming limbs, pulling weeds in flower beds, planting, inspecting plaques and checking pots out.

- Rails to Trails: All of the plans have been completed with DeIDOT and they are hoping to put out for bid early spring with construction to start in the Fall of 2019. The light plan and landscaping plan has been reviewed and sent to Mayor and Council. We are working with Delaware Forestry for the plantings and they have covered this cost in a grant. I am currently looking at other light design cost for Mayor and Council. I am working with Delaware Forestry on the locations for the new plantings.
- Safety Playground Mulch – Waiting to receive the safety mulch. When it comes in I will schedule the spreading.
- Mulching Town Wide – Mulching will start in a few weeks and continue into July. Currently Public Works Staff has been working on Memorial Park finishing the mulching. When this is finished they will be going to Mill Park. Memorial Park, Phase #1 Rails to Trails and Mill Park has been completed. All mulching has been completed.
- Benches – We are pressure washing the wooden benches, replacing wood and staining.

Other Jobs; safety meeting, set up and take down meeting, performing maintenance on all town owned buildings, cleaning shop area up, hauling brush, concrete and asphalt out of shop, inspections on sidewalks, water turn offs for nonpayment, reading meters for billing, stuffing envelopes for billing, working with contractor for the repair of town hall steps, etc..