

# 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

October 2, 2019

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

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

- Fiscal Year 2020 annual budget and fee schedule are adopted.
- Completed town's general liability, employee, and auto insurance policies renewal.
- Participated in the 9/11 Memorial Ceremony.
- Application closing date was September 25<sup>th</sup> for Town Clerk and Project Coordinator. I will be reviewing applications in October for immediate hire.
- Attended the quarterly City Managers Association of Delaware, and DFIT meetings.
- Attended the monthly Delaware League of Local Governments meeting and was recognized as the 2019 Town Manager of the Year.
- Attended the Sussex County Association of Towns, Steering Committee meeting; Center for Inland Bays presented the draft Comprehensive Conservation and Management Plan.
- Met with Senator Carper and the Army Corps of Engineer's relating to flooding in Milton.
- Attended the University of Delaware IPA training session on Human Resource Management, legal updates.
- Advertised and mailed the Town Council Public Hearing notice on the Streets, Sidewalks, and Parks Committee recommendation on changes to select streets direction of travel and parking.
- Completed on-site DelDOT audit of Community Transportation Fund projects.
- Began reviewing financial statements for fiscal year end 09-30-19.
- Scheduled the FY2019 financial audit, which will begin in November.
- Continued progress with Verizon on the agreement for installation of a cell tower.
- Continued progress on updating job descriptions, policies, and procedures.
- Continued organization and oversight of Town projects and administrative matters.

## Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – No update in September.
- Town Comprehensive Plan: A list of implementation items will be drafted, prioritized, and submitted to Town Council for review. Deliverable anticipated by the November Town Council meeting.
- Wagamons Water Main Extension – Punchlist items were completed. Waiting for project asbuilts.
- Shipbuilders Well and Treatment Facility – The Well portion of the project is nearly complete. A punchlist will be done in October, while treatment plant plans are being finalized.

- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): A final report is expected soon. It's my intention to present the project plan at the November Town Council meeting.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair. Revisions are being made.
- Purchasing Procedure – Finance Committee will forward to Mayor and Town Council once ready for adoption. Finance Committee is preparing to proceed with the creation of a capital purchase policy and procedure.
- Community Impact Fee Study – No update this month.
- 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. Preliminary plans have been reviewed; the Town Engineer is addressing comment from the Public Works Supervisor.
- 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. I will continue to review recommendations and implement what is achievable by Milton.
- 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 in the upcoming months.