

# Town of Milton

115 Federal St

Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

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October 29, 2019

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

A handwritten signature in black ink, appearing to be "KRISTY ROGERS", written over the "Re:" line of the letterhead.

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

- Closed financial system for FY2019, and opened FY2020.
- Met with Town Engineer on the status of projects.
- Attended the monthly Sussex County Association of Towns and its Steering Committee meetings.
- Completed a progress meeting on the two Drinking Water State Revolving Fund projects.
- Completed Leadership Development and Change Management graduate course.
- Attended the International City/County Management Association conference.
- Reviewed applications for Project Coordinator and scheduled interviews for November.
- Continued progress with Verizon on the agreement for installation of a cell tower.
- Continued progress in reviewing updates to job descriptions, policies, and procedures.
- Continued organization and oversight of Town projects and administrative matters.
- On October 31<sup>st</sup>, filming will be taking place for the Town of Milton, Home Town series of Delmarva Life, which will air November 14<sup>th</sup>.

## Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – No update other than the project is out to bid.
- Town Comprehensive Plan: A list of implementation items is drafted, prioritized, and submitted to Town Council for review/discussion at the November Town Council meeting.
- Wagamons Water Main Extension – Punchlist items were completed. Waiting for finalized project as-builts.
- Shipbuilders Well and Treatment Facility – Water treatment plant plans are being finalized.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Bulkhead analysis is complete and the report will be presented to Town Council at the November meeting.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation will be mailed February.
- 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. Final engineer design plans are being prepared.

- Atlantic Street water main upgrades – Final engineer design plans are in progress.
- 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.