

Town of Milton  
115 Federal St  
Milton, DE 19968



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December 30, 2019

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

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

- Met with Town Engineer on the status of projects.
- Met with representatives of Tidewater on preliminary storm water plans for the relocation of the treatment plant.
- Attended the December meeting of the Finance Committee.
- Met with project representatives on the rezoning application for parcels on Mulberry Street.
- Opened Town Hall for the annual Holiday House Tour.
- Attended settlement for the purchase of 614 Federal Street.
- Reviewed quarterly water discrepancy forms with the Public Works Supervisor.
- Posted annual municipal Voter Registration Notice and Solicitation of Candidates Notice.
- Posted second notices for the annual property value appeal process and hearing.
- Participated in the annual Milton Christmas parade.
- Attended the monthly Sussex County Association of Towns Steering Committee meeting.
- Completed annual employee evaluations.
- Continued organization and oversight of Town projects and administrative matters.
- Posted agendas and items to the Town website as needed.

#### Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – DeIDOT awarded the project; pre-construction meeting is January 3<sup>rd</sup>. The Town was awarded a 50% grant (\$97,500) for the lighting project along Rails to Trails Phase II.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification.
- Wagamons Water Main Extension –Waiting for finalized project as-builts and documents to close the project.
- Shipbuilders Well and Treatment Facility –Water treatment plant plans are being finalized.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Evaluating the revised Bulkhead analysis report and funding options.
- 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. Additional locates were needed to finalize engineer design plans.
- 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.