

Town of Milton
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January 28, 2020

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

A handwritten signature in black ink, appearing to be "KRISTY ROGERS", written over a faint circular stamp or watermark.

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

- Attended the pre-construction meeting relating to the Rails to Trails, Phase II project.
- No property value appeals filed.
- Four candidates filed for the Municipal Election on March 7; required notices and processes were fulfilled during the month.
- Town Hall was open two Saturday mornings for voter registration.
- Newly hired Project Coordinator and Town Clerk began on January 13.
- Attended the monthly meetings of the Sussex County Association of Towns and its Steering Committee, and the Delaware League of Local Governments.
- Met with Town Engineer on the status of projects.
- Met with representatives of Tidewater on follow-up of preliminary storm water plans for the relocation of the treatment plant.
- Attended meetings of the Finance Committee and the Special Review Committee.
- Attended the planning meeting for "Fall Back Into Milton" festival, which is scheduled for October 17th.
- Met with representatives of Chestnut Properties relating to Cannery Village Phase IV.
- Attended the quarterly meeting of DFIT (municipal insurance group).
- Attended settlement for the sale of 405 Mulberry Street.
- 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) – Construction is set to begin February 3rd. I will be sending an email to the Wagamon's Civic Association end of the week so that project information can be disseminated throughout the community.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification. There are four ordinances being finalized relating to zoning and subdivision codes; once completed by the Planning and Zoning Commission, they'll be placed on the Town Council agenda.
- Wagamons Water Main Extension – Waiting for finalized project as-builts and documents to close the project.
- Shipbuilders Well and Treatment Facility – Treatment plant plans and specifications have been finalized by Pennoni Associates. Once Mr. Wingo has completed a final review, the Town will

proceed with advertising for bids. It's the intention to have bid opening in March, and the project awarded by Mayor and Town Council at the April Town Council meeting.

- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Evaluating the revised Bulkhead analysis report and funding options. This project is on the February agenda for discussion and possible vote.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation will be mailed in March / April.
- Purchasing Procedure – Ad-Hoc Finance Committee will forward to Mayor and Town Council once ready for adoption.
- Capital purchase policy and procedure - Finance Committee is preparing and will forward to Mayor and Town Council once complete. A draft has been prepared and will be put to “test” during the six-month budget review process.
- Community Impact Fee Study – The fee study is in progress and it's anticipated to have a draft for review in March.
- 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. The plan set and specifications are complete and being reviewed by Mr. Wingo and the Office of Drinking Water. Once finalized and an engineer's cost estimate of the project is complete, funding will be strategized and prepared for recommendation to Mayor and Town Council.
- 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 February.