

Town of Milton

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To: Mayor and Council

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

Re: February Monthly Report

Date: February 24, 2020

Water Department

Daily tasks are as follows: well checks and lab work, meter readings for settlements, maintenance on water meters, locates for water mains and service lines for Miss Utility of Delmarva (locate tickets), inspections of all water equipment in Treatment Plants, Pump Houses and Water Towers. Weekly tasks are as follows: chlorine testing town wide, well depths, flushing program for all dead end water mains and blow offs, valve exercise program on water main street valves, inspection on all water department tools and equipment. Monthly tasks include water sampling town wide, along with special water sampling town wide, ordering of supplies and cleaning buildings. Other tasks are installing new water meters and performing inspections on new meter pits and service lines, fire hydrants, curb valves, curb boxes and water mains. I have been reviewing plans, helping with the development and design of future water infrastructure, working with the town engineers on projects, working with the water committee, meeting with residents, Council members, engineers, developers, Town Manager, working with P.W. Staff with day to day operations and regarding projects for the water system. This month training has consisted in preparing excavation holes properly, excavating around other Utilities, Miss Utility Mark Outs and attending the Delaware Royal Water Conference.

- Hydrant Flushing Program: We've been flushing hydrants as needed to move water around and exercise the fire hydrants. We've flushed all blow offs and four fire hydrants.

- Wagamon's Water Main Ext. Project – Currently, the Town and the Towns Engineers have reviewed the documentation that the Contractor has submitted on January 23, 2020. A request has been sent to the Contractor to get a signed copy of the horizontal and vertical drillings.
- Shipbuilders Treatment Facility – We have finished the review and all comments have been addressed. This project is ready to go out to bid.
- Replacing out Water Meters – We've been replacing and repairing meters as they go bad. This month I have been able to rebuild eight water meters. This is an ongoing project that will continue.
- Water Leaks – 112 Betts St. has a leak in the crawl space, waiting on plumber, talked with owner and they are having problems getting a plumber, I told them they need to get this fixed asap or the water will need to be turned back off, this is a very small leak at the harp, owner is working on getting the plumber, 203 Walnut St, service line leaking in the roadway in 2 spots, P.W. had to excavate roadway to patch both leaks, found an old galvanized service line, P.W. will be installing a new tap and service line at this location, scheduling issues to make the install has been difficult because of man power and weather issues, this work is scheduled for completion in March, 309 Walnut had a leak at the corporation stop, excavated road, installed a new tap and corporation, 701 Federal St, seen a leak running down the road, after investigating found a water hose was left on, 409 Pine St, had water running down the curb line, found the curb valve was leaking, installed a new curb valve. The road on the two Walnut St leaks will be paved in March.
- Atlantic Ave and Chestnut St. Water Main Replacement Project: Plans have been completed and sent off to USDA for funding.
- Atlantic Street Water Main Upgrade – Plans are completed other than working on the area of installation for the upgraded water main. We are trying to find out about a force main that Tidewater says they have already installed on the South Side in the Right of Way.

- Water Towers Yearly Inspections – Both Water Towers have been inspected and all repairs have been made.

Street Department

Street daily, weekly and monthly tasks include cleaning storm drain grates, picking up trash, sweeping the curb line, replacing and repairing signs and post, emptying trash receptacles, cold patching, submitting street light repairs to Delmarva Power and repairing street lights owned by the Town. Below are a few projects P.W. have worked on. This months training has been focused on PEP working on the road and proper signage placements.

- New Sign's Town Wide – Public Works is currently working on upgrading signs. This project is moving along good and will be a continuing project.
- Storm Drain Repairs – This past month we've had to clean out five boxes on West Shore Dr. We are currently having to remove leaves, dirt and trash in gutter pans. P.W. cleans all grates at least one time a week and more if needed. P.W. has cleaned the storm grates this month on eight different occasions.
- Nellie Ln/West Shore Dr. – Storm Drain Pipe is spread apart from the Box. This project is scheduled for March.
- 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 and it's very difficult to keep up with.
- Chestnut Crossing – We've had a meeting with the Developer to discuss what's needed and to let him know we will help him through the process and answer all questions. We are waiting on his response.

- Merriweather Sub-Division – Almost all repairs have been addressed from SCD Punch List. The Developer still needs to address the water services, street lighting and pavement. The Developer is hoping to have everything completed by this summer.
- Sidewalks Town Owned – Public Works staff have been making repairs on all sidewalks. This is a continuing project.
- Sidewalks town wide – I am currently working on the list so mailing can be sent out.
- Magnolia St. Parking Lot – We are working to find funding and move this project forward.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – The Towns Engineer is currently working on the plans for this project.

Parks Department

Public Works has been very busy cleaning up all the parks. Daily, weekly and monthly task include picking up trash, checking all electric outlets, breaker boxes, performing playground and equipment inspections, trimming limbs, pulling weeds in flower beds, planting, inspecting plaques and checking pots out. Training for this month has been on the handling of hand tools and gas powered equipment.

- Rails to Trails – This project is moving along good. The grubbing, stone base and timber removing the bridge has been done.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks.

Other Jobs; safety meetings, set up and take down Council, P & Z, Board of Adjustments, H.P.C and special meetings, performing maintenance on all town owned buildings, cleaning shop area up, hauling brush, concrete and asphalt out of shop, inspections on sidewalks and making repairs, scheduling repairs of equipment, cleaning Town Hall, etc..