

Town of Milton

115 Federal Street
Milton, DE 19968



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February 28, 2020

To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk *SC*
Re: February Administrative Report

In addition to administrative functions, below are highlights completed by staff for the month of February:

- Attended Municipal Pension training as well as General employee and County/Municipal Police & Firefighters pension training.
- Attended DEMA Grant Procurement training
- Secured meeting rooms and posted agendas for Town Council, Special Review Committee and Board of Elections.
- Attended election training at the Department of Elections
- Attended Land-Use and Development Administration training
- Posted notice for the annual municipal election
- Secured voting booths and approved election ballot with the Department of Elections
- Reviewed Title 15 and House Bill 410 for compliance of the upcoming town election
- Sent RSVP for Delaware League of Local Government dinner, Sussex County Association of Towns dinner and Steering Committee Breakfast
- Attended Special Review Committee meeting
- Completed FOIA request regarding use of 112 Chestnut Street
- Prepared Town Council packets
- Processed affidavits and issued absentee ballots
- Maintained records and secured absentee ballots returned to Town Hall
- Prepared several boxes for Public Archives
- Administrative staff attended Front Desk Safety & Security training and Digital Marketing class
- Issued past due utility invoices
- Processed accounts payable checks on a weekly basis
- Issued 4th quarter assessment invoices
- Scheduled Ethics training for elected officials and staff
- Continued organization and oversight of Town administrative matters