

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

May 5, 2020

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

**Town of Milton
Official Copy**

To follow is a summary of administrative highlights:

- Conducted Swearing-in of Councilmembers Baty and Meredith.
- Continued participation in weekly municipal calls with Governors office relating to Coronavirus.
- Teleconference with Senator Coons relating to CARES Act funding for governments.
- Kick-off teleconference relating to the Water Asset Management Grant; began transfer of records.
- Kept Town Website up to date with Coronavirus information from CDC, government agencies, and utility providers.
- Researched and provided information, reviewed reports, and completed applicable funding application sections related to the Drinking Water State Revolving Fund ("DWSRF") submission for consideration of funding for the next watermain upgrade project, which is Atlantic Avenue, portion of Chestnut Street, and portion of Atlantic Street.
- Listened to White House briefings on Coronavirus.
- Continued participation in municipal calls with Dr. Tam, President and CEO of Beebe Healthcare, related to Coronavirus measures/preparedness of the hospital and its staff.
- Began preparation of FY20 six-budget review for presentation to Town Council.
- Participated in a town managers teleconference with IPA on continuing to offer trainings and suggestions of topics.
- Viewed two webinars conducted by IPA on various topics of "Continuing Local Government in the Time of Crisis".
- Teleconference with Town Engineer and Town Staff on comments of Town Code Chapter 220 revisions.
- Attended bid opening for Shipbuilders Treatment Facility; participated in multiple conversations related to opened bids and strategized on re-bidding the project.
- Viewed ICMA webinar on "Workplace Conduct".
- Met with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with supervisors and staff members.
- 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 began February 3rd. A few supply delays have been experienced due to COVID. It's not expected to delay the project from being complete mid-June.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification. Ordinances waiting for Town Council process are: Marine Resource District, Limited Light Industrial, and Mixed Use Zoning.
- Wagamons Water Main Extension – No changes; town is trying to finalize documentation and extended easement.
- Shipbuilders Well and Treatment Facility – Bid opening occurred. Only received two bids; both were more than double loan balance for the project. Discussed and reviewed strategies for re-bid with Pennoni, Mr. Wingo, and representatives of DWSRF.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Pennoni has presented a task order to proceed with design plans, specifications, and permitting; under review. Waiting on State of Delaware Bond Bill request, which will not be known until the FY21 State budget is enacted.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation will be once State of Emergency has concluded.
- 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; still waiting for a draft report to review.
- 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 Preliminary Engineers’s Report (PER) and Environmental Report (ER) were accepted by USDA. Town is permitted to apply for project funding.
- Atlantic Street water main upgrades – Final engineer design plans are in progress; Mr. Wingo met with Town Engineer and DelDOT to determine water main alignment.
- 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. Met with contractor to obtain quote and design.

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May 1, 2020

To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk *(Signature)*
Re: April Administrative Report

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

- Canceled meeting rooms and posted the cancelation of town meetings on town website and town bulletin board due to COVID-19.
- Completed four FOIA requests inquiring about Milton Fire Department's construction project and the Shipbuilders Well and Water treatment bid opening
- Mailed a letter to Seascapes Property Management regarding trash service at the Heritage Creek Clubhouse
- Participated on weekly conference calls from the White House, Governor Carney and Beebe Healthcare regarding COVID-19
- Searched all avenues for supplies and safety items to protect staff from COVID-19
- Distributed orders of hand sanitizers from Dogfish Head Brewery and handmade cloth masks for the Public Works Department and Town Hall staff.
- Posted COVID-19 updates on the Town website
- Answered correspondence and questionnaires from local municipalities regarding the COVID-19 process within neighboring towns
- Completed six month budget review
- Submitted monthly pension contributions for all employees
- Transcribed March Town Council minutes
- Processed accounts payable checks on a weekly basis
- Continued with records retention project and preparing documents for Delaware Public Archives
- Processed requests from mortgage companies seeking tax and utility balances for new purchases or refinances
- Processed payments for tax and utility accounts
- Updated voter registration list
- Continued organization and oversight of Town administrative matters

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**Town of Milton
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April 30, 2020

To: Mayor and Town Council

From: Robert Wilson, Code Enforcement Officer

Re: Code Department Monthly Report

Attached you will find a report containing the majority of the duties performed by the code enforcement officer for the month of April, 2020. I am able to elaborate on any, and all, of the duties that are present in this report, if necessary.

Please feel free to contact me if there are any questions and/or comments.



C.E. MONTHLY REPORT – APRIL 2020

<u>Permits Issued:</u>		
	206 Chestnut St.	Replace Boards on Porch
	112 Nellie Ln.	Standby Home Generator
	317 Mariners Cr.	Deck
	41.22 Acre Carey Proper	Fence
	414 Conwell St.	Fence
	122 Horton Ln.	Paver Patio
	127 Carriage Dr.	Paver Patio
	110 Broad St.	Rollback Dumpster
	107 Front St.	Install Fiber Optic Cable
	136 N. Spinnaker Ln.	Shingle Replacement
	402 Rudder Ln.	Fence
	317 Mill St.	Driveway
	307 Valley Rd.	Detached Garage & Driveway
	207 Federal St.	Addition
	101 N. Spinnaker Ln.	Shed
	216 Ridge Rd.	Street Closure
	405 Atlantic Ave.	Windows & Door Replacement
	203 Federal St.	Exterior Molding Replacement

- **Issued 11 Certificates of Occupancy**

<u>Violations:</u>		
	Working Without Permit	7
	Sign in R.O.W.	2
	Hours of Construction	1
	Limbs Over Sidewalk	1
	Grass Height	47
	Unregistered Vehicle	1
	Zoning Activities	2
	Fence Installed Face-in	1
	Fallen Tree	1
	Foundation Drainage	1

<u>Certified Letters Mailed:</u>		
	Limbs Over Sidewalk	1
	Grass Height	39

C.E. MONTHLY REPORT – APRIL 2020

Zoning Activities	2
Unregistered Vehicle	1
Work w/o Permit	1
Foundation Drainage	1

Business Licenses Issued:

Residential Contractor	9
Commercial Contractor	2
Professional Services	7

4/9/20 – Spoke with resident about accessory structure setbacks and town code pertaining to fences at an intersection.

4/9/20 -- Spoke with resident about building permit application questions.

4/14/20 – Spoke to a resident with a building permit question.

4/14/20 – Spoke with resident about building permit process regarding a fence.

4/20/20 – Spoke to resident about permit details and HPC review process.

4/21/20 – Spoke with resident about setbacks for accessory buildings in R-3 zoning.

4/27/20 – Spoke to contractor about permit for driveway and retention wall.

4/28/20 – Spoke to resident regarding shed and fence permit details.



Milton Police Department Monthly Report
April 2020

Submitted by Capt. Derrick L. Harvey

Town of Milton
Official Copy

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MILTON POLICE DEPARTMENT



PRIDE

INTEGRITY

Capt. Derrick L. Harvey

*101 Federal Street • Milton • Delaware • 19968
Phone: (302) 684-8547 • Fax: (302) 684-8046*

MILTON TOWN COUNCIL MEETING Friday, May 1, 2020

POLICE REPORT FOR THE MONTH OF APRIL 2020

TOTAL COMPLAINTS	97
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	25
ADULT ARRESTS	18
JUVENILE ARRESTS	0

COMPLAINTS

ACCIDENTS	2
DUI	
DOMESTICS	5
ASSIST OTHERS AGENCIES	19
OTHERS, CPC, ESCORTS	86
TOTAL COMPLAINTS FOR MONTH	91

PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	432
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	199
FOOT PATROL HOURS	91
TOTAL MAN HOURS	722
PROPRTY DOOR CHECKS	272
TOTAL MILEAGE FOR MONTH	3,304

CRIMINAL CHARGES

MISDEMEANER	5
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Local Fugitives	12
FELONY	1
TOTAL	18

TRAFFIC CHARGES

Various Traffic Violations	7
TOTAL	7

WARNINGS	22
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PERSONNEL AS OF THIS REPORT

0 CHIEF
1 CAPTAIN
0 LIEUTENANT
0 SERGEANTS
0 DETECTIVE / SGT.
0 CORPORALS
2 PATROLMAN FIRST CLASS
2 PATROLMAN
1 RECRUIT/CADET
1 ADM. ASST. TO POLICE DEPT.

Derrick L. Harvey

Derrick L. Harvey
Acting Chief of Police

Date Submitted:

5/1/2020

MILTON POLICE DEPARTMENT



Capt. Derrick L. Harvey

101 Federal Street • Milton • Delaware • 19968

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Monthly Highlights

April 2020

Implemented 100% staff daily wellness checks for health and wellness of staff

Successfully located and acquired PPE for officer safety needs.

Implemented a daily building check of all closed town business

Staff volunteered time for Sunday food service for citizens

Conducted checks on business for compliance with Executive orders

Attended first all virtual staff meeting from the officers' issued laptop

Conducts weekly decontamination for health of staff in station

Implemented decontamination of patrol vehicle after each public use

Received supply of PPE from the Delaware Division of Public Health

Named Safest City in the State of Delaware



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1 May 2020

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

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The following activities occurred during the period covering 4/1/2020 - 4/30/2020

- The Planning and Zoning Commission completed work on new section of Code in response to the certification of the Town of Milton's 2018 Comprehensive Plan. They continue to conduct a monthly workshop to complete the task. New Code regarding Limited Light Industrial designation vetted by the Commission and is ready to be forwarded to Mayor and Town Council. Marine Resources District, Mixed Use Residential and Commercial District, and Limited Light Industrial District awaiting scheduling of the Public Hearing. Revision of Chapter 188 of the Town Code is being formulated by Planning and Zoning.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answer various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic meetings of the Planning and Zoning Commission, and Staff Meetings as required.
- Draft letters of approval, notices of violation, and transcribed minutes for various Boards and Commissions.
- Meet with clients regarding application process, reviewed applications as needed.
- Attended various webinar training sessions for flood plain management.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.

