

Town of Milton

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Milton, DE 19968



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July 30, 2020

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

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

- Created Town Council packets for July 6th, July 27th and August 3rd meetings as well as public packets
- Advertised public hearing legal notices regarding zoning in local newspapers, on the town website and bulletin board
- Prepared and posted agendas for Town Council, Special Review Committee, Planning and Zoning, Board of Adjustments, Street, Sidewalks and Parks and Finance Committees
- Attended Special Review Committee meeting regarding the annexation petition filed by Stephen and Lynn Dexter
- Conducted interviews for twelve applicants for the Office Assistant/Receptionist position. A second round of interviews were conducted for the top five candidates
- Processed and mailed 2nd quarter utility billing and forwarded meter readings to Tidewater
- Printed and mailed delinquency notices
- Completed entries to reallocate funds after the six month budget review
- Participated on weekly conference calls from Governor Carney's office and Beebe Healthcare regarding COVID-19
- Posted COVID-19 updates on the Town website
- Answered correspondence and questionnaires from local municipalities regarding the COVID-19 process within neighboring towns
- Updated list of COVID-19 expenses for reimbursement
- Submitted monthly pension contributions for all employees
- Processed accounts payable checks on a weekly basis
- Researched utility billing disputes
- Processed requests from mortgage companies seeking tax and utility balances for new purchases or refinances
- Processed payments for tax and utility accounts
- Continued organization and oversight of Town administrative matters