

Town of Milton

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June 30, 2020

To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk 
Re: June 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 June 15th meeting as well as public packets containing information from March through June 2020
- Advertised four public hearings legal notices regarding zoning in local newspapers, on the town website and bulletin board
- Prepared and posted two Town Council agendas, as well as Special Review Committee and Planning and Zoning agendas
- Attended Special Review Committee meeting regarding the annexation petition filed by Stephen and Lynn Dexter
- Attended the ribbon cutting ceremony for the Rails to Trails
- Attended biweekly supervisors meeting and conducted Admin staff meeting
- Attended Delaware Municipal Clerks Association quarterly meeting virtually
- Received and reviewed fifty two applications for the Office Assistant/Receptionist position. Interviews will be held in early July
- Participated on weekly conference calls from the White House, Governor Carney 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
- Submitted monthly pension contributions for all employees
- Processed accounts payable checks on a weekly basis
- Prepared utility files electronically for next quarterly billing
- First quarterly property tax assessments were completed
- Researched utility billing disputes
- Gathered expenses related to COVID-19
- 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
- Continued organization and oversight of Town administrative matters