

Town of Milton

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To: Mayor and Council
From: Greg Wingo, P.W.S. *Greg Wingo*
Re: June Monthly Report
Date: June 29, 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 in house training has been on Water Meter Installation and Parts. All scheduled classes have been canceled until further noticed. Public Works has started the water meter readings for the second quarter billing.

- 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 Seven fire hydrants as we are now in our summer months. P.W. has started inspecting 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 (Contractor said this was not required per contract). The Town has hired an outside locating company to mark out the water line, this has been completed. At this time, I believe it is in the Towns Solicitors hands. No status to report.
- Shipbuilders Treatment Facility – We've had a very successful turnout for the second pre-bid opening and are waiting for the bids.
- Replacing out Water Meters – We've been replacing and repairing meters as they go bad. This month we've not been able to repair any meters with staffing issues and other tasks needing to be done. I am going to start testing meters again in July for repairs. 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, (this is still an ongoing issue that I have been talking with the property owner on) plumber has slowed the leak, owner is working with Plumber to install a meter pit.
- Atlantic Ave and Chestnut St. Water Main Replacement Project: Plans have been completed and sent off to USDA for funding. The plans have been sent to other State organizations for approvals. ODW has approved the plans. Waiting to here something back on the 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. I have discussed with the Engineers from Tidewater and they have sent me a plan on the proposed force main but have not seen an approved plan. I

have discussed with DelDot and they do not show any permits issued for this work. I am still investigating so we can determine on the locating of the new water main install. P.W. has excavated to find the force main in two locations. I have set up a meeting with DelDot to ask if we can install the water main in the roadway now or if we need to move on the other side off the roadway. Had a meeting onsite with DelDot, I will be submitting the plans for a permit and install in the road in June. Waiting on the permit and for funding.

- Water Leak Road Patches – Public Works Staff has completed the road Hot Mixing Patches from water leak repairs on Walnut Street, Holland Street, Yew Street and Sussex Street.

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 month's in house training has been on Hot Mixing and Road Patching. All outside classes have been canceled until further noticed. P.W. Staff have started spraying weeds on the roads. Currently, PW has sprayed the complete Town three times.

- 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. More funding is needed to keep up with the signage replacement.
- Storm Drain Repairs – This past month we've had to clean out one box on Yew Street. 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 five different occasions.

- Nellie Ln/West Shore Dr. – Storm Drain Pipe is spread apart from the Box. This project is scheduled for June. (P.W. Staff did not get to this project this month) With my staffing issues and work load I have pushed this repair for the 2nd week in July.
- 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 by using push brooms and shovels. Public Works Staff have cleaned several Streets through the Town this month.
- 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. No status update.
- 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. Status is the same.
- 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. At this time I have been directed to hold off on sending letters.
- Magnolia St. Parking Lot – Plans have been completed. Waiting on Approvals.
- Front Street Road, Curbing, Drainage & ADA Ramps Project – The Towns Engineer is currently working on the plans for this project. I have marked out with paint where the pipes come out to the river. The Towns Engineer, Mrs. Rogers and I have discussed options for the

drainage. I with the Towns Engineer have completed a site visit to look at the areas that I located pipes going to the river. I am currently looking for the plans for the Rain Garden that is on the Banks property so we can review to see if it will be possible to tie in a storm drain at that location. I have received plans and along with the Towns Engineer we have met with the Property Management for the Bank to discuss tying into the Rain Garden.

- Heritage Creek Phase #3 & #4 – We've performed several punch list for both phases for Fernmoor at their request to get ready for dedication over the last few months. The punch list consist of inspecting roads, curbing, sidewalks, signs and street lights. Also, in both phases we have reviewed the street light installation and have met with Fernmoors representative several times as they have been installed outside of the approved plans. Fernmoor is working with Delmarva Power to resolve this issue. Delmarva Power is currently moving the Street Lights to the approved area on the plans.

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 grass cutting, safe equipment handling and keeping the body hydrated.

- Rails to Trails – This project is about 95% completed. The contractor has a few more things to make repairs on. When DelDot is completely satisfied then they will work up an agreement with the Town to take on the maintenance of the property.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks. Trimming bushes, tree limbs and picking up ground trash.
- Park Mulching – Memorial Park, Mill Park, Phase #1 of Rails to Trails, Federal St, Union St, and Governors Walkway has been completed. All mulch areas are completed at this time.

Other Jobs; safety 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 and servicing equipment, cleaning Town Hall, etc..