

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

June 30, 2020

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

A handwritten signature in black ink, appearing to be "KRISTY ROGERS", written over a faint circular stamp.

To follow is a summary of administrative highlights:

- Issued advertisement for the re-bid of Shipbuilders Water Treatment Facility.
- Viewed "Ethics in Government During COVID-19 Pandemic" and "Aging in Place and Emergency Preparedness" webinars as presented by the Institute for Public Administration.
- Attended, virtually, the quarterly DFIT (Insurance) Stewardship meeting.
- Viewed "Lessons in Value-based Leadership: Leading with Principle" webinar as presented by the International City/County Management Association (ICMA).
- Picked-up COVID-19 business packets, provided by DEMA, for distribution to small businesses.
- Viewed information session "Infrastructure Workforce: Challenges and Opportunities Facing Delaware Local governments" as presented by the Institute for Public Administration.
- Discussed Employee Wellness program with representatives of DFIT; possible implementation over the next few months.
- Attended the June 25th Special Review Committee meeting on the review of an annexation petition.
- Attended the Ribbon-cutting Ceremony for Rails to Trails, Phase II.
- Reviewed applications received for the Office Assistant / Receptionist position; selected applicants for interview.
- Reviewed and authorized advertisement of two Public Works Operator positions.
- Reviewed and authorized advertisement for the Residential Waste Collection contract.
- Reviewed and processed water bill discrepancy requests.
- Met with KCI on status of Community Impact Fee study.
- Continued participation in municipal calls with Governor's office relating to Coronavirus.
- 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.

Status of Projects:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street) – Though there remain a few punchiest items, trail construction is complete! Beautification and lights are the next tasks.
- 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. Subdivision and Zoning Code revisions are

under review by staff, then will be presented to P&Z. A utility/construction manual is also in draft form and being reviewed by Mr. Wingo. Public Hearings are July 6, 2020.

- Wagamons Water Main Extension – No changes; town is trying to finalize documentation and extended easement.
- Shipbuilders Well and Treatment Facility – Treatment Facility project is out for re-bid. Advertisements began on June 3rd. Bid opening is July 14th.
- 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. ORPT pre-application for partial funding has been accepted; final ORPT funding application is due in September.
- 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; I received background and need to provide additional information to KCI.
- 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’ Report (PER) and Environmental Report (ER) were accepted by USDA. Submitted project funding application to USDA; I need to follow-up with USDA.
- Atlantic Street water main upgrades – Final engineer design plans are in progress; Mr. Wingo is to apply to DeIDOT for water main installation permit.
- 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 another contractor to obtain quote and design.