

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

April 3, 2020

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

**Town of Milton
Official Copy**

To follow is a summary of administrative highlights:

- Attended the Water-Meter test bench demonstration by the Public Works Department.
- Assisted with coordination of the Annual Election; was present for the absentee ballot process and closing of the polls on Election Day.
- Attended Women Leading Government meeting.
- Listened to White House briefing on Coronavirus.
- Attended and participated in the weekly Special Review Committee meetings related to the annexation petition submitted by Milton Attainable Housing, LLC.
- Met with Greg to review and finalize first quarter water billing discrepancies.
- Conference call with representatives of Verizon on status of cell tower.
- Due to COVID-19 declarations, utility account disconnect process was cancelled; also deferred the addition of penalty and interest on tax and utility accounts for duration of State of Emergency.
- Developed and issued staff telework notice and guidelines.
- Developed and issued COVID-19 employee wellness policy.
- Met with contractor to obtain quote for Town Hall lobby security improvements.
- Participated in weekly municipal phone conferences with the Governor's office related to Coronavirus.
- Met with and completed personnel documentation for the newly hired police officer recruit.
- Attended police department staff meeting.
- Met with Town Engineer on the status of projects.
- Continued organization and oversight of Town projects and administrative matters, and meetings with town supervisors and staff.
- 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. All seems to be going well and as planned.
- Town Comprehensive Plan: Working on Code updates, as required in the first 18 months after certification. There are four ordinances being finalized relating to zoning and subdivision codes; once completed by the Planning and Zoning Commission, they'll be placed on the Town Council agenda. The first ordinance related to the Marine Resource District was scheduled on the March 2nd agenda.

- Wagamons Water Main Extension – Waiting for certifications and confirmation of as-builts; verifying easement and main locations.
- Shipbuilders Well and Treatment Facility – Advertisements for bid began on February 26th. Pre-bid is March 6th and bid opening is scheduled for April 15th.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Pennoni is finalizing a task order to proceed with design plans, specifications, and permitting. A letter requesting State of Delaware Bond Bill funding was submitted.
- Sidewalk Repairs – Greg has compiled a list of sidewalks in need of repair; revisions were made. Letters of violation are deferred until 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 and it’s anticipated to have a draft for review any time.
- 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. Grant work is complete and both reports have been submitted to USDA for review.
- Atlantic Street water main upgrades – Final engineer design plans are in progress.
- 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. Anticipated to begin design in February.

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April 3, 2020

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To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk
Re: March Administrative Report

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

- Set up for municipal election
- Opened and closed town hall for the municipal election
- Processed affidavits and issued absentee ballots
- Maintained records and secured absentee ballots returned to Town Hall
- Assisted the Board of Elections and the Election Officers with the 2020 Municipal Election
- Registered 35+ eligible voters
- Secured meeting rooms and posted agendas for Town Council, Special Review Committee, Water Committee, Streets Committee and Board of Elections.
- Attended Women Leading Government meeting in Georgetown
- Completed FOIA request regarding neighboring properties of Dexter annexation
- Prepared Town Council packets
- Administrative staff attended one session of the 2020 Delaware Municipal Clerks Institute
- Prepared Water disconnect for delinquent accounts- suspended due to COVID-19
- Prepared Public Hearing notices for Marine Resources District and Phoenix Holdings
- Listened in on several conference calls from Governor Carney and the White House regarding COVID-19
- Prepared Town Hall and staff on changes to address COVID-19
- Prepared orders of hand sanitizers from Dogfish Head Brewery for the Public Works Department and Town Hall staff.
- Searched all avenues for supplies and safety items to protect staff from COVID-19
- Answered correspondence and questionnaires from local municipalities regarding the COVID-19 process within neighboring towns
- Processed accounts payable checks on a weekly basis
- Continued with records retention project and preparing documents for Delaware Public Archives
- Continued organization and oversight of Town administrative matters

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**Town of Milton
Official Copy**

March 31, 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 March, 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 – MARCH 2020

<u>Permits Issued:</u>		
	106 Lake Dr.	Solar Panels
	6 The Center	New Docking Surface with Drainage
	311 Union St.	Paver Walkway
	424 Mulberry St.	Pole Sign
	215 Chandler St.	Paver Patio
	203 Lavinia St.	Boring New Cable Service
	201 Mill Pond Ave.	Build Roof, Screen & Landing on Deck
	128 W. Shore Dr.	Finish Basement & Build Deck
	318 Mariners Cr.	Split-Level Deck & French Door
	218 Lantern Ln.	Single Family Dwelling
	208 Ridge Rd.	Demolition of Silo
	205 Federal St.	Fence
	205 Union St.	Fence
	227 Milton-Ellendale Hwy.	Temporary Pole Sign
	102 Federal St.	Upgrade Existing Patio Railing
	112 Chestnut St.	Demolition of Shed
	308 Grist Mill Dr.	Fence
	112 W. Shore Dr.	Screen Porch Repairs & Alterations
	415 Hemlock St.	Adding Bathroom & Renovations
	112 Arch St.	Paver Patio Tear Up & Re-Lay
	109 Mermaid Ln.	Fence
	209 Chandler St.	Finish Basement
	412 Sussex St.	Utility Pole Replacement & Line Bore
	208 Village Center Blvd.	Placement of Rollback Dumpster
	103 Genoa Ln.	Fence
	304 Collins St.	Single Family Dwelling
	609 Bennett St.	16' x 24' Addition to Home
	415 Hemlock St.	Fence
	411 Hemlock St.	Fence
	311 Mill Pond Ave.	Single Family Dwelling
	313 Mill Pond Ave.	Single Family Dwelling
	315 Mill Pond Ave.	Single Family Dwelling

C.E. MONTHLY REPORT – MARCH 2020

317 Mill Pond Ave.	Single Family Dwelling
319 Mill Pond Ave.	Single Family Dwelling

- **Issued 24 Certificates of Occupancy**

Violations:

Unregistered Vehicle	1
Junk	6
Floodplain Management	1
Vehicles & Traffic	1
Working Without Permit	3
Working Without Bus. Lic.	1
Sign in Right of Way	7
Building Construction	1

Certified Letters Mailed:

Unregistered Vehicle	1
Junk	6
Floodplain Management	1
Vehicles & Traffic	1

Business Licenses Issued:

Commercial Contractor	1
Residential Rental	5
Residential Contractor	22
Professional Services	2
Realtor	2
Eating Est.	1
Kiosk	2
General Services	2

3/3/20 – Spoke with contractor about building inspection questions.

3/3/20 -- Spoke with realtor about setbacks.

3/9/20 -- Spoke with resident about demolition permit inquiry.

3/11/20 – Spoke with realtor about town code for fence installation.

3/13/20 – Spoke to property owner regarding details of new home permit.

C.E. MONTHLY REPORT – MARCH 2020

- 3/16/20** – Spoke with contractor with permit and business license questions.
- 3/16/20** – Spoke to property owner regarding permit questions.
- 3/16/20** – Spoke to Survey Company about setbacks and R-3 zoning.
- 3/18/20** – Spoke with contractor regarding building permit process.
- 3/18/20** – Spoke with resident about Town Code pertaining to noisy animals.
- 3/24/20** – Spoke with resident regarding accessory structure setbacks.
- 3/30/20** – Spoke with resident about obtaining a permit for a rollback dumpster.





Milton Police Department Monthly Report
March 2020

Submitted by Capt. Derrick L. Harvey

Town of Milton
Official Copy



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 Wednesday, April 01, 2020

POLICE REPORT FOR THE MONTH OF MARCH 2020

TOTAL COMPLAINTS	97
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	45
ADULT ARRESTS	18
JUVENILE ARRESTS	4

COMPLAINTS

ACCIDENTS	2
DUI	1
DOMESTICS	2
ASSIST OTHERS AGENCIES	22
OTHERS, CPC, ESCORTS	70
TOTAL COMPLAINTS FOR MONTH	97

PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	423
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	260.5
FOOT PATROL HOURS	40.5
TOTAL MAN HOURS	724
PROPRTY DOOR CHECKS	127
TOTAL MILEAGE FOR MONTH	3,513

CRIMINAL CHARGES



MISDEMEANER	
Local Fugitives	8
FELONY	9
TOTAL	0
	18

TRAFFIC CHARGES

Various Traffic Violations	
	27
TOTAL	
	27

WARNINGS	
	16

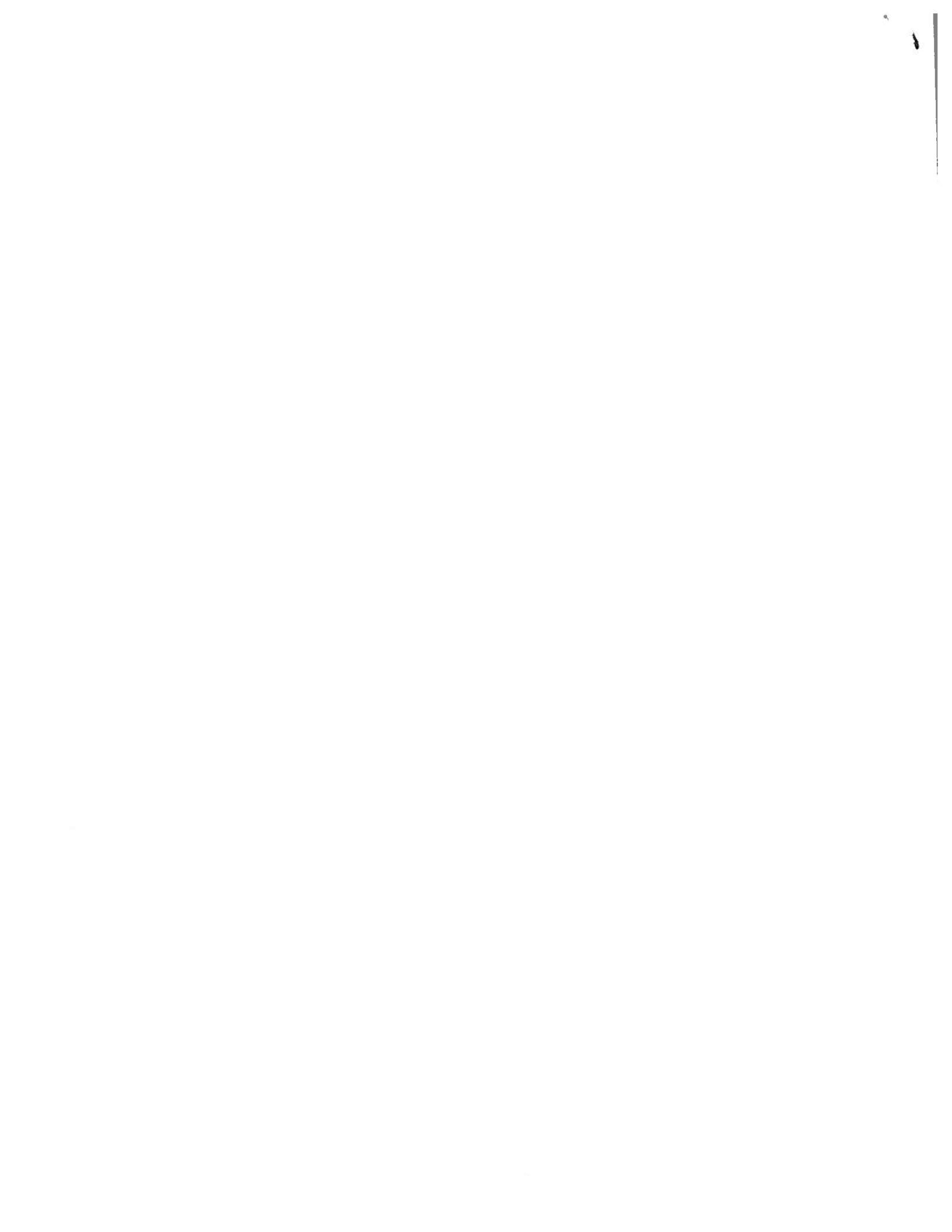
PERSONNEL AS OF THIS REPORT

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: 04/01/2020



MILTON POLICE DEPARTMENT



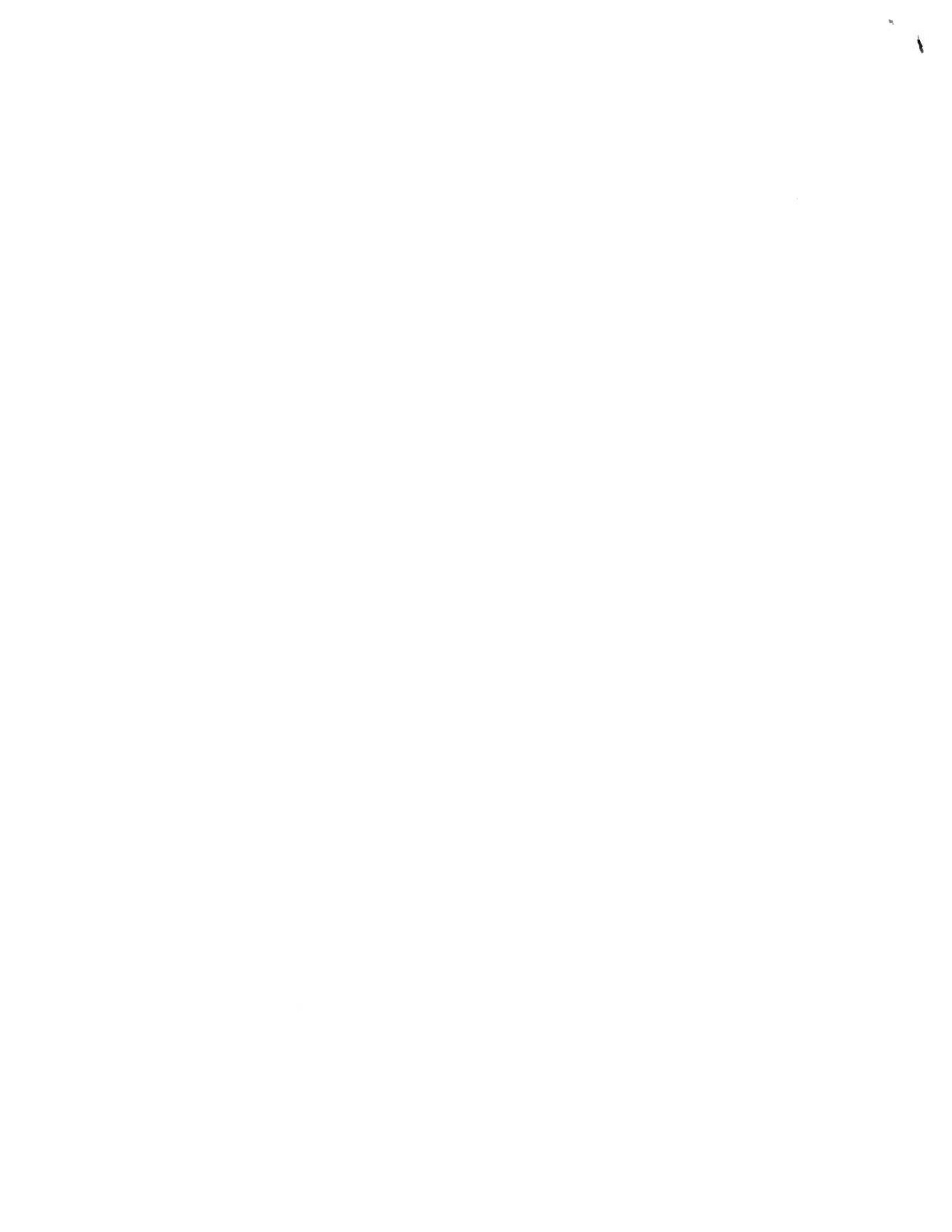
Capt. Derrick L. Harvey

*101 Federal Street • Milton • Delaware • 19968
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Monthly Highlights

March 2020

- Administrative attended new grant systems training.
- Provided safety and security to St. Patty's Day Parade.
- Hired recruit to attend DSP Academy to fill open officer position.
- Placed order for two vehicles funded by grants.
- 3/5/2020 Captain attended Public Health Conference Covid-19
- Acquired conference calling system to interact with staff remotely.
- New health and safety measures implemented in station.
- Updated daily uniforms worn by officers.
- K-9 officer attended special training.
- Two officers attended self-defense and officer safety class.
- Received new state of the art fingerprint kits provided by grant.



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April 2, 2020

To: Mayor and Town Council

From: John R. Collier

Re: Monthly Report, Project Coordinator

**Town of Milton
Official Copy**

The following activities occurred during the period covering 2/25/2020 – 3/31/2020

- The Planning and Zoning Commission continues to 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 Mixed Use designation vetted by the Commission and is ready to be forwarded to Mayor and Town Council. Marine Resources District Code vetted and is on the March Council Agenda for scheduling of the Public Hearing. Limited Light Industrial 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.
- Post pertinent documents to Town's Website as required.
- Attend Town Council, Historic Preservation Commission, Planning and Zoning Commission, Board of Adjustment and Staff Meetings as required.
- Draft letters of approval, notices of violation, and transcribed minutes for various Boards and Commissions.
- Compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.

- Review has been completed by Engineering and Legal. Final draft of new language of Chapter 188 Subdivision of Land. Completion of final draft is at 100%. The documents will be further reviewed in upcoming Planning and Zoning workshops. Once vetting is complete the document along with an advisory opinion will be forwarded to Mayor and Town Council.
- Submitted to Pennoni Associates for review preliminary site plan, Submission #4 for 110 Federal Associates for the parcel located at 110 Federal Street. Comments from that review have been returned to the applicant for consideration. Awaiting applicant's response to the review.
- Submitted to Pennoni Associates for preliminary review Cannery Village Phase IV. Preliminary Subdivision approval was granted by Planning and Zoning on August 20, 2019. Awaiting submission of outside agency approvals.
- Submitted to Pennoni Associates for preliminary review on 4/29/19 Phase 6, Heritage Creek. Pennoni Associates have issued preliminary comments and awaiting response from applicant's engineering firm. Planning and Zoning issued preliminary approval with conditions. Awaiting delivery of and request for review preceding final approval.
- Submitted to Pennoni Associates for preliminary review on 5/23/19 Phase 7, Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Response has been received from applicant. Phase was scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020 and is awaiting submission of outside agencies as required for final approval and forwarding to Mayor and Town Council for their concurrence
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 8A & 8B of Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020 and is awaiting submission of outside agencies as required for final approval and forwarding to Mayor and Town Council for their concurrence.
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 9 of Heritage Creek. Review has been placed on hold by request of the applicant.
- Tidewater Environmental Services has applied for and received special permitted use as required by Code for the proposed Wastewater Treatment Plant. Preliminary site plan comments have been issued by Pennoni Associates and are awaiting response from the applicant

- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.
- Met virtually with the Preliminary Land Use Service (PLUS) regarding 3 proposed map amendments to the Comprehensive Plan maps for Milton Attainable Housing LLC, the Dexter property at the intersection of SR 5 and SR 16 and the possible rezoning for Phoenix Holdings on Mulberry Street. The Town reserved the right to withdraw any of these map amendments pending approval of Mayor and Town Council. Comments will be available 4-23-2020.

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Phone: 302-684-4110

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To: Mayor and Council

From: Greg Wingo, P.W.S. *Greg Wingo*

Re: March Monthly Report

Date: February 28, 2020

Town of Milton
Official Copy

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 training has consisted in fire hydrant repairs, water meter repairs and service connection tie ins.

- 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 four fire 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. 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.
- Shipbuilders Treatment Facility – We have finished the review and all comments have been addressed. This project is ready to go out to bid. We have put this out for bid.
- Replacing out Water Meters – We've been replacing and repairing meters as they go bad. This month I have been able to rebuild twenty five water meters. 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) 203 Walnut St, service line leaking in the roadway in 2 spots, P.W. had to excavate roadway to patch both leaks, found an old galvanized service line, P.W. will be installing a new tap and service line at this location, scheduling issues to make the install has been difficult because of man power and weather issues, this work is scheduled for completion in March, (P.W. was unable to get this completed and will be on schedule for April)
- Atlantic Ave and Chestnut St. Water Main Replacement Project: Plans have been completed and sent off to USDA for 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.

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 training has been on emergency traffic procedures.

- 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.
- Storm Drain Repairs – This past month we've had to clean out two boxes on Chestnut St. and Atlantic Ave. 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 six different occasions.
- Nellie Ln/West Shore Dr. – Storm Drain Pipe is spread apart from the Box. This project is scheduled for March. (P.W. Staff did not get to this project this month)
- 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.
- 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.

- 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 – We are working to find funding and move this project forward.
- 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.

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.

- Rails to Trails – This project is moving along good. The grubbing, stone base and timber removal of the bridge has been completed. Contractor is working on grading the path.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks.



Other Jobs; safety meetings, set up and take down Council, P & Z. Board of Adjustments, H.P.C and special 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..

