

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

June 1, 2020

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

**Town of Milton
Official Copy**

To follow is a summary of administrative highlights:

- Conducted Swearing-in of Councilmembers Baty and Meredith.
- Issued information for coordination of open enrollment for employee benefits.
- Communicated and coordinated re-bid for Shipbuilders Water Treatment Facility.
- Submitted Outdoor Recreation Parks and Trails (ORPT) pre-application for grant funding consideration related to the Magnolia Street Drainage and Bulkhead project.
- Submitted annual Municipal Street Aid (MSA) documentation.
- Continued participation in weekly municipal calls with Governor's office relating to Coronavirus.
- Kept Town Website up to date with Coronavirus information from CDC, government agencies, and utility providers.
- Viewed Lieutenant Governors briefing on economic re-opening.
- Completed funding application through USDA for the next watermain upgrade project, which is Atlantic Avenue, portion of Chestnut Street, and portion of Atlantic Street.
- Listened to White House briefings on Coronavirus.
- Continued participation in municipal calls with Dr. Tam, President and CEO of Beebe Healthcare, related to Coronavirus measures/preparedness of the hospital and its staff.
- Viewed two webinars conducted by IPA on various topics of "Continuing Local Government in the Time of Crisis".
- Viewed ICMA coaching series webinar on "Management of Council-staff Relationships".
- 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.
- 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. Supply delays were resolved and construction resumed. Project is expected to be complete mid-June.
- 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.

- Wagamons Water Main Extension – No changes; town is trying to finalize documentation and extended easement.
- Shipbuilders Well and Treatment Facility – The two bids received in April were rejected. Plans and specifications were split into three separate bids in attempt to decrease project cost. 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.
- 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; still waiting for a draft report to review.
- 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’s Report (PER) and Environmental Report (ER) were accepted by USDA. Town is permitted to apply for project funding. Submitted project funding application to USDA and documentation to close the grant.
- Atlantic Street water main upgrades – Final engineer design plans are in progress; Mr. Wingo met with Town Engineer and DelDOT to determine water main alignment.
- 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 contractor to obtain quote and design.

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June 5, 2020

**Town of Milton
Official Copy**

To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk *(Signature)*
Re: May Administrative Report

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

- 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
- Participated in Florida Institute of Government Webinar classes
- Participated in IPA FOIA Training Webinar
- Attended Grant Writing USA online Training sessions
- Updated 911 address for Atlantic Street properties located within town limits
- Conducted a salary survey from local municipalities
- Researched and gathered pricing from a professional cleaning company in the event of a positive COVID-19 exposure
- Researched capital expenses for FY 2021
- Prepared draft FY 2021 budget for the Admin department
- Submitted monthly pension contributions for all employees
- Reviewed employment applications for Office Assistant/Receptionist position
- Processed accounts payable checks on a weekly basis
- 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
- Updated voter registration list
- Continued organization and oversight of Town administrative matters

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Town of Milton
Official Copy

May 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 May, 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 – MAY 2020

<u>Permits Issued:</u>	216 W. Shore Dr.	Deck
	207 Federal St.	Demolition of Addition
	301 Coulter St.	Roof Repair
	304 Holland St.	Asphalt Driveway Extension
	408 Pine St.	Storage POD
	335 Carlton Dr.	Paver Patio
	305 Brick Ln.	Paver Patio
	125 Ellison Dr.	Screened Porch Addition
	317 Valley Rd.	Add Gate to Existing Fence
	534 Union St.	Fence
	101 Church St.	Paver Patio
	101 N. Spinnaker Ln.	Demolition of Shed
	123 Tobin Dr.	Fence
	106 Main Sail Dr.	Shed
	240 Lantern Ln.	Concrete Patio
	302 Frederick St.	R/R Decking Boards & Railings
	112 Genoa Ln.	Fence
	807 Atlantic Ave.	Repair/Replace Roof Materials

• Issued 18 Certificates of Occupancy

<u>Violations:</u>	Working Without Permit	5
	Hours of Construction	3
	Grass Height	44
	Unregistered Vehicle	1
	Working Without Bus. Lic.	10
	Junk	1
	Trailers & Camping	1
	Sign in R.O.W.	1

<u>Certified Letters Mailed:</u>	Grass Height	33
	Unregistered Vehicle	1
	Junk	1
	Fallen Tree	1

C.E. MONTHLY REPORT – MAY 2020

<u>Business Licenses Issued:</u>	Residential Contractor	10
	General Services	2
	Professional Services	8
	Kiosk	1
	Residential Rental	1

5/4/20 – Spoke with property owner regarding R-1 corner lot setbacks.

5/5/20 -- Spoke with resident about R-1 setbacks for addition of a porch.

5/5/20 – Spoke with a resident about the building permit application process.

5/11/20 – Spoke with resident about building permit process regarding a porch conversion to a bedroom.

5/13/20 – Spoke to lawyer's office about R-1 setbacks.

5/15/20 – Spoke with resident about permitting process for a shed.

5/27/20 – Spoke to resident about what the town requires for exterior house painting in historic district.



**Milton Police Department Monthly Report
May 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 Monday, June 01, 2020

POLICE REPORT FOR THE MONTH OF MAY 2020

TOTAL COMPLAINTS	97
TOTAL CHARGES FOR THE MONTH(criminal + traffic)	38
ADULT ARRESTS	19
JUVENILE ARRESTS	1

COMPLAINTS

ACCIDENTS	5
CPC	14
DOMESTICS	3
ASSIST OTHERS AGENCIES	16
OTHERS	59
TOTAL COMPLAINTS FOR MONTH	97

PATROL DATA, DOOR CHECKS, MAN HOURS

VEHICLE PATROL HOURS	486.5
INVESTIGATION / MISC HOURS(AOA,PAPERWORK,ETC)	161.5
FOOT PATROL HOURS	73
TOTAL MAN HOURS	721
PROPRTY DOOR CHECKS	282
TOTAL MILEAGE FOR MONTH	3,575

CRIMINAL CHARGES



MISDEMEANER	
Local Fugitives	10
FELONY	3
TOTAL	6
	19

TRAFFIC CHARGES

Various Traffic Violations	9
TOTAL	9
WARNINGS	9

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: 06/07/2020



MILTON POLICE DEPARTMENT



Capt. Derrick L. Harvey

101 Federal Street • Milton • Delaware • 19968

Phone: (302) 684-8547 • Fax: (302) 684-8046

Monthly Highlights

MAY 2020

- Continued staff daily wellness checks for health and wellness of staff
- Purchased New Fuji Police Bike using grant funding to replace current unit
- Recruit started DSP Academy doing online distant learning due to Covid-19
- Received notification of Funds awarded for Covid-19 response
- Held physical testing for hiring process with social distancing exercised
- Purchased new gun mounts to secure weapons in cabin of vehicle
- Pfc Whitehouse and K-9 Xena recertified with National Police Canine Association.
- Assisted at the municipal parking lot with MJ SWAT weekly free food service



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1 June 2020

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

**Town of Milton
Official Copy**

The following activities occurred during the period covering 5/1/2020 - 5/31/2020

- The Planning and Zoning Commission completed work on revision of Chapter 188 of the Town Code.
- Administratively approved 17 building permits.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic meetings of the Planning and Zoning Commission, and Staff Meetings as required.
- Met virtually with clients regarding application processes, and reviewed applications as needed.
- Attended various webinar training sessions for flood plain management, building code revisions, and NOAA hurricane briefings.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.



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To: Mayor and Council

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

Re: May Monthly Report

Date: May 29, 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 in house training has been on daily water sample testing and form fill outs. All scheduled classes have been canceled until further noticed.

- 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 twelve 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 – All bids have been turned in and opened. We have been discussing the bids and cost to figure out how we need to move forward with this project. After review of bids and all documents, we found it was best to not except any bids as we will break the construction up into three phases. We have made changes and will put out to bid in June.
- 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. 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). I will be sending a letter to property owner in June.
- 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.
- 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.

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 construction on the roadway safety. 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 two 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.
- Storm Drain Repairs – This past month we've had to clean out three boxes on Shipbuilders BLVD and South Spinnaker Ln. 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 seven 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 June.

- 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. 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 – 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. The Towns Engineer, Mrs. Rogers and myself have discussed options for the drainage. Myself 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.

- 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.

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 was heat exposer, proper clothing and hydration.

- 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. The trail is roughly 90% completed.
- All Parks – P.W. Staff have been cleaning up all the Town owned parks. Trimming bushes, tree limbs and picking up ground trash.
- Parks – Memorial Park, Mill Park and Union St. and Federal St. weeding has been completed. P.W. is working on Governors Walk and Rails to Trails Phase #1 with pulling weeds and mulching.

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 and pressure washing Town Hall, etc..

