

Town of Milton

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August 31, 2020

To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk 
Re: August 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 August 17th and August 31st meetings as well as public packets
- Advertised public hearing legal notices regarding zoning in local newspapers, on the town website and bulletin board
- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustments, Street, Sidewalks and Parks, Water, and Finance Committees
- Attended Finance Committee meeting to review proposed FY21 budget
- Conducted interviews for two Public Works positions
- Processed and mailed 2nd quarter utility billing and forwarded meter readings to Tidewater
- Processed billing for 51 utility accounts that needed to be read manually. Waiting on meter readings to process an additional 300 accounts
- Posted COVID-19 updates on the Town website
- Submitted CARES ACT reimbursement request for COVID-19 expenses \$5,617.69
- Submitted monthly pension contributions for all employees
- Processed accounts payable checks on a weekly basis
- 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