

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

July 30, 2020

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

To follow is a summary of administrative highlights:

- Reviewed departmental budget requests, the prepared and presented the FY21 annual budget.
- Opened re-bids for the Shipbuilders Water Treatment Facility project.
- Attended the Special Review Committee meetings on the review of the Rt16 annexation petition.
- Interviewed applicants for the Office Assistant / receptionist position.
- Reviewed applications received for two Public Works Operator positions.
- Opened quotations related to the Residential Waste Collection contract.
- 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; cannot be done until the trail is dedicated to the Town which is expected late fall.
- Town Comprehensive Plan: Limited Light Industrial is the last Code update to me completed. Subdivision and Zoning Code revisions are under review by P&Z and staff. 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 – Contracts for the treatment facility were authorized by Town Council on July 27th.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Task order is signed for Pennoni to achieve permitting and complete project specifications and bid package. ORPT pre-application for partial funding has been accepted; final ORPT funding application is due in September.
- Sidewalk Repairs – Sidewalk violation letters will be mailed the week of August 3rd.
- 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.