

# Town of Milton

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September 4, 2020

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

To follow is a summary of administrative highlights:

- Attended Pinning Ceremony for Chief of Police Derrick Harvey.
- Participated on tele-conferences with Governor Carney and State agencies related to Coronavirus.
- Met with developer on fees related to annexation and building.
- Newly hired Office Assistant began August 18<sup>th</sup>.
- Viewed a webinar on the Americans with Disabilities Act related to current inventory assessment.
- Revised proposed annual budget per Town Council discussion.
- Attended Finance Committee meetings.
- Submitted last two documents needed for USDA water project review and funding consideration.
- Supervisors are in the process of completing annual staff evaluations.
- Continued communication on the Atlantic Avenue storm-water drainage issue.
- 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 be 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 – Town is trying to finalize documentation and extended easement.
- Shipbuilders Well and Treatment Facility – Notice of Award and Contracts have been issued. The pre-construction meeting is September 17<sup>th</sup>.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Final ORPT funding application is due in September. Exploration is continuing for final design plans.
- Sidewalk Repairs – Sidewalk violation letters were mailed August 21<sup>st</sup>.

- Community Impact Fee Study – The fee study is in progress; next update meeting will be mid-September.
- 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 – this project is combined with Atlantic Street for funding opportunities through DWSRF and USDA. The project is on the WIAC agenda for funding consideration in October.
- Atlantic Street water main upgrades – Final engineer design plans are in progress; Mr. Wingo is to apply to DeIDOT for water main installation permit. Waiting for DeIDOT response.
- Homeland Security Grant - for security improvements in the Lobby area at Town Hall: grant received, but have not started design plans. I've discussed this project with three contractors and only received two quotes. Meetings with contractors have continued. Hoping to have three quotes by end of September.
- 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.
- 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.