

Town of Milton

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September 28, 2020

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

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

- Created Town Council packets for September 21st and October 5th Council 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, Water, and Finance Committees
- Transcribed Council meeting minutes
- Posted COVID-19 updates on the Town website
- Updated the town website with departmental monthly reports and Council minutes
- Prepared third quarter utility billing
- Input the adopted FY21 budget into the accounting system
- Drafted thank you letters to individuals whom applied for positions with the town.
- Attended Municipal Supervisory Training classes
- Three staff members attended weekly Delaware Municipal Clerks Institute classes
- Attended the third quarter Delaware Municipal Clerks Association meeting virtually
- 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 19 settlements and 17 refinances
- Processed payments for tax and utility accounts
- Continued organization and oversight of Town administrative matters