

Town of Milton

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September 30, 2020

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

To follow is a summary of administrative highlights:

- Attended Sussex County Steering Committee meeting.
- Attended Mid-South Audio Ribbon-cutting event.
- Hired two applicants to fill vacant Public Works operator positions.
- Attended, virtually, the annual International City/County Management Association conference "UNITE".
- Submitted 2020 ORPT grant for funding towards the Bulkhead project.
- Participated on the interview panel for certified police officer position.
- Submitted a 2020 Grant application, and was interviewed by the Delaware Bike Council on pedestrian connectivity on Lavinia Street.
- Held a "kick-off" meeting with Waste Industries to coordinate transition of waste collection.
- Continued coordination and communication related to annexation petitions.
- Attended, virtually, DFIT insurance quarterly meeting.
- Attended pre-construction meeting related to Shipbuilders Treatment Facility contracts.
- Attended, virtually, DFIT safety committee meeting.
- Viewed webinar with PrimeGov, alternate to iCompass program.
- Viewed a webinar on the Americans with Disabilities Act related to transition plans.
- Revised proposed annual budget per Town Council discussion; budget was adopted September 21st.
- 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. Met with lighting supplier on possibilities.
- 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. Easement is drafted; waiting for property owner review and signature.
- Shipbuilders Well and Treatment Facility – Pre-construction meeting was held September 17th. Permits and plans were received September 28th and are being reviewed for issuance of permits.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Final ORPT funding application was submitted. Exploration is complete. Next phase of the project is to complete design.
- Sidewalk Repairs – Sidewalk violation letters were mailed August 21st. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs.
- Community Impact Fee Study – The fee study is in progress; still waiting for revisions.
- 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 any day now.
- 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.