

Town of Milton

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October 26, 2020

To: Mayor and Town Council
From: Stephanie Coulbourn, Town Clerk *SC*
Re: September Administrative Report

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

- Created Town Council packets for November 2nd Council meeting as well as public packets
- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustments, and Water Committee meetings
- Transcribed Council meeting minutes for September 21, 2020 and October 5, 2020.
- Posted COVID-19 and Mosquito Control updates as well as Delaware Health and Social Services Halloween guidelines on the Town website
- Posted meeting notice and supporting information for Delaware Historical & Cultural Affairs- Amend Milton Historic District on the Town website
- Posted departmental monthly reports and Council minutes on the website
- Rolled over the financial systems for the new budget year
- Prepared and printed the third quarter utility billing
- Attended weekly Wilmington University Municipal Supervisory Training classes
- Three staff members completed weekly Delaware Municipal Clerks Institute classes for 2020. Mindy Ribinsky completed her third and final year of the classes.
- Attended the State of Delaware Department of Justice FOIA Coordinator Training class virtually
- Updated the *Welcome to Milton* brochure
- 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 20 settlements and 19 refinances
- Processed payments for tax and utility accounts
- Continued with the records retention project
- Attended the Gazebo dedication in honor of Charlie Fleetwood
- Continued organization and oversight of Town administrative matters