

Town of Milton
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October 28, 2020

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

To follow is a summary of administrative highlights:

- Viewed University of Delaware, IPA webinar session titled “Managing Local Watershed and Drainage Issues in Your Community”.
- Completed process in Edmunds on closing FY2020, and beginning FY2021.
- Viewed webinar session on updates to State health insurance portal.
- Attended staff meeting at the police department.
- Viewed FOIA Coordinators session as presented by the Delaware Department of Justice.
- Attended Gazebo signage dedication ceremony in recognition of Charlie Fleetwood.
- Continued communication and coordination with building and business owners impacted by fire at 105 Federal Street.
- Viewed Water Infrastructure Advisory Committee meeting in which Milton’s application for funding on water main upgrades on Atlantic Avenue, and portions of Chestnut Street and Atlantic Street were on the agenda. Milton received verbal approval of funding with 100% principal forgiveness at project completion. Began coordination of referendum process.
- Completed graduate course “Strategy in Organizations”.
- Inducted to Sigma Beta Delta in recognition of high scholastic achievement.
- Sponsored an American Flag through the Milton Lions Club in its upcoming Honor Our Veterans 2020 along the Odd Fellow Cemetery on Union Street.
- Call with KCI on status of Community Impact Fee study.
- Attended Sussex County Association of Towns Steering Committee meeting.
- Authorized conditional offer for police officer position. This hire was the last to fulfill all vacant positions within Town departments.
- Continued coordination and communication related to annexation petitions.
- Viewed a webinar on the Americans with Disabilities Act related to creating separate fund for improvements.
- 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) – Follow-up discussion occurred with Delaware Department of Forestry related to plantings. Since the Town has not

received the Agreement for responsibility of the Trail, fall planting timeframe has passed and is now scheduled for Spring (April).

- Town Comprehensive Plan: Zoning Code is the next section to review and propose revisions. A utility/construction manual has been reviewed by Mr. Wingo and comments sent to Pennoni to proceed.
- Wagoners Water Main Extension – Town is trying to finalize needed easement; waiting for property owner review and signature.
- Shipbuilders Well and Treatment Facility – Progress meeting was held October 15th. Permits are pending information for release.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Final design plans are begin prepared.
- Sidewalk Repairs – Sidewalk violation letters were mailed August 21st. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs. Follow-up staff meeting is scheduled November 2nd.
- Community Impact Fee Study – The fee study is in progress; still waiting for recent data collection.
- Atlantic Avenue (from Union Street to Country Road), Chestnut Street (from Front Street to Coulter Street) and a portion of Atlantic Street: water main, valve, corporation and town service line replacement – received Atlantic Street permit from DelDOT. Working towards completion of specifications for Atlantic Street. Drinking Water State Revolving Fund (DWSRF) funding was awarded by WIAC with 100% principal forgiveness at project completion; working on coordination of process and notices for referendum.
- Homeland Security Grant - for security improvements in the Lobby area at Town Hall: finally received three quotes. Quotes are under review for selection.
- 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 carried into FY2020 and FY2021.
- 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.