

Town of Milton

115 Federal Street
Milton, DE 19968




www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

December 28, 2020

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

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

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustments, and Water Committee meetings..
- Transcribed Town Council meeting minutes for December 7, 2020 and December 15, 2020.
- Posted departmental monthly reports and Town Council minutes on the website.
- Prepared for and submitted documents for the FY 2020 annual audit.
- Prepared and posted 2021 Municipal Election Solicitation of Candidates Notice on town website and in local newspaper.
- Secured a new lease on copiers and scanners as approved in town budget. Lease was expiring January 2021 on current copiers.
- Opened new police grant account.
- Printed, folded and mailed annual rental and business license renewals.
- Attended the Board of Elections meeting on December 7th to remove names from the voter registration list as per Town Charter.
- Worked with the Department of Election in Sussex County to prepare for the 2021 Water Improvement Referendum.
- Printed and mailed brochure to all property owners and residents regarding the 2021 Water Improvement Referendum.
- Prepared legal postings for the 2021 Water Improvement Referendum and 2021 municipal election and send to local media and posted at the Milton Library, Milton Post Office, Mercantile, Town Hall, Town bulletin board and Town website.
- Issued absentee ballots for the 2021 Water Improvements Referendum.
- Coordinated and resolved complaints regarding trash pickup and bulk pick up.
- Town employees adopted a local family for Christmas and provided gifts for the three children and Food Lion gift cards for the family.
- Received the first reimbursement check for the CARES Act.
- Ordered entrance closed signs for the front of Town Hall and directing the public to the rear entrance.
- Prepared utility accounts in order for the Public Works Department to complete 4th quarter meter readings.
- 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 settlements and refinances.
- Processed payments for tax and utility accounts.
- Continued with the records retention project.
- Continued organization and oversight of Town administrative matters.
- Town Hall was closed half a day on Christmas Eve and on Christmas Day.