

Town of Milton

115 Federal Street
Milton, DE 19968



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November 23, 2020

To: Mayor and Town Council
From: Stephanie Coulbourne, Town Clerk *(Signature)*
Re: November Administrative Report

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

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustments, and Water Committee meetings
- Transcribed Council meeting minutes for November 2, 2020 and November 12, 2020.
- Posted departmental monthly reports and Council minutes on the website
- Posted 2021 scheduled meeting dates for Town Council, Planning & Zoning, Board of Adjustment and Historic Preservation as well as the holiday listing
- Prepared and printed the third quarter supplemental billing
- Completed nine week classes virtually for Wilmington University Municipal Supervisory Training
- Recognized during a virtual graduation ceremony held by Wilmington University for completing the Delaware Municipal Supervisory Management Academy
- Drafted and mailed certified letters to former residents informing them the Board of Elections will hold a meeting on December 7th to remove names from the voter registration list
- Attended virtual training for Delaware Institute for Local Government 2020- Moving from Shock to Recovery
- Conducted Administrative staff meeting
- Sent adopted Ordinances to General Code and added them to the Town website
- Prepared legal postings for the Water referendum and 2021 municipal election
- Mailed letters to property owners and residents informing them of the Water Referendum public hearing scheduled December 7, 2020
- Prepared the next submission for the CARES Act reimbursement
- 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 21 settlements and 7 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 for Election Day, half a day on Return Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving

