

Town of Milton
115 Federal St
Milton, DE 19968



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1 December 2020

To: Mayor and Town Council

From: Thomas R. Quass

A handwritten signature in black ink, appearing to read "T. Quass", is written over the printed name "Thomas R. Quass".

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 10/27/2020 - 11/30/2020

- Administratively approved 43 building permits.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic, and in person meetings of the Planning and Zoning Commission, Historic Preservation Commission, Town Council, Board of Adjustment, Rails to Trails Phase II Lighting Ad-Hoc Committee, and Staff Meetings as required.
- Met with clients regarding application processes, and reviewed applications as needed.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.