

Town of Milton

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December 28, 2020

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

To follow is a summary of administrative highlights:

- Completed FY2020 Audit.
- Posted Referendum and Annual Election Notices (including notification to the State Election Commissioner).
- Drafted Water System Improvements Referendum legal notices and informational mailer. Mailer was delivered to the Post Office the week of December 21st for distribution; Emails throughout HOA neighborhoods sent week of December 28th.
- Viewed University of Delaware IPA webinar on "Pop-up Demonstrations and Rethinking Activity-Friendly Outdoor Spaces".
- Completed graduate course on "Analysis of Decision Making".
- Met with consultant on DelDOT Coastal Corridor Study.
- Met with property owners on potential parcel partition.
- Follow-up meetings related to Sidewalk Notices.
- Continued coordination and communication related to annexation petitions.
- Attended Sussex County Association of Towns Steering Committee meeting.
- 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) – Town accepted Trail responsibility as of December 28th.
- 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.
- Wagamons 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 in December. Permits have been issued. Some materials were delivered; building work has begun.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Final design plans are begin prepared. As referenced above, the Town received approval of its ORPT grant in the amount of \$100,000 towards this project.

- Sidewalk Repairs – Sidewalk violation letters were mailed August 21st. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs. Follow-up/progress staff meeting was held. Thirty-day letters and violations have been processed and mailed.
- Community Impact Fee Study – The fee study is in progress; the Town Manager was tasked to develop a Capital Improvements List for the next five years to gauge infrastructure investment.
- 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 – Working towards referendum which is scheduled January 16th. Binding Commitment letter received from the State.
- Homeland Security Grant – will be working on alternative solution for lobby.
- 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.