

Town of Milton

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November 30, 2020

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

To follow is a summary of administrative highlights:

- Received COVID expense reimbursement from CaresAct.
- Received \$100,000 Outdoor Recreation Parks and Trails grant approval for funding towards the Magnolia Street Bulkhead and Drainage Project.
- Reviewed financials in preparation of FY2020 Audit.
- Attended “virtually” the University of Delaware, IPA, Local Government Leaders seminar.
- Drafted Water System Improvements Referendum legal notices and informational mailer.
- Prepared PowerPoint presentation for the Public Hearing on the Referendum.
- Follow-up meetings related to Sidewalk Notices.
- Printed annual business license renewal letters.
- Met on-site in Heritage Creek related to questions on punch-list items.
- Listened-in on bi-weekly calls with the Governors’ Office related to COVID-19.
- 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) – Trail construction is complete and DeIDOT has requested acceptance by the Town. I’m reviewing information, before signing acceptance.
- 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 November. Permits have been issued. Site work beginning.
- 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 staff meeting were held in November.
- 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 – Working towards completion of plans and 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 referendum.
- 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.