

Town of Milton

115 Federal Street
Milton, DE 19968




www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

January 25, 2021

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

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

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustments, and Traffic Calming Ad-hoc Committee.
- Transcribed Town Council meeting minutes for January 4 and January 11, 2021 as well as the Board of Elections for December 7, 2020 and January 16, 2021.
- Coordinated and attended the 2021 Property Tax Assessment Appeal hearing.
- Posted departmental monthly reports and Town Council minutes on the website.
- Prepared documents and gathered supplies for the 2021 Water System Improvements Referendum.
- New copiers and scanners were installed in Town Hall. Coordinated training for the new machines.
- Printed, folded and mailed first quarterly billing, including the 2021 trash schedule and quarterly newsletter.
- Worked with the Department of Election in Sussex County to prepare for the 2021 Water System Improvements Referendum.
- Prepared Goshen Hall as a polling place for the 2021 Water System Improvements Referendum.
- Issued 30 absentee ballots for the 2021 Water System Improvements Referendum.
- Boxed up 2019/2020 accounts payable invoices and payroll files for scanning and archiving.
- Prepared affidavit and draft ballot for 2021 municipal election.
- Submitted candidate filing forms and election correspondence to the Department of Elections.
- Attended three implementation meetings with iCompass.
- Submitted the third request for reimbursement from the CARES ACT.
- 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.
- Attended monthly supervisors meeting and held monthly staff meeting.
- Processed payments for tax and utility accounts.
- Continued with the records retention project.
- Continued organization and oversight of Town administrative matters.

- Opened Town Hall on Saturday January 23rd and January 30th to for voter registration.
- Town Hall was closed on January 18th for Martin Luther King Jr. Day.