

Town of Milton

115 Federal St
Milton, DE 19968



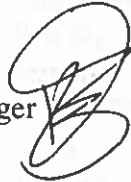
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January 26, 2021

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



To follow is a summary of administrative highlights:

- Reviewed FY2020 draft audit report; the audit presentation to Town Council will be March 1st.
- Requested a 6-month extension on the ORPT grant for Rails to Trails Lighting; waiting for letter of approval.
- Attended, virtually, the quarterly DFIT insurance meeting.
- Interviewed with WRDE and ABC47 on the Water System Improvements Referendum.
- Participated in a DLLG zoom call with Senator Coons on coronavirus, small business tax credits, housing, sea level rise, and education.
- Participated in a municipal call with Governor Carney on current status of coronavirus and the vaccine.
- Participated in implementation calls with iCompass.
- Reviewed first quarter financial reports.
- Began coordination of implementing credit card payments through the accounting system.
- Spoke with KCI on close out and issuance of the Year 1 Asset Management Plan; discussed scope on Year 2 report.
- Attended, virtually, the Planning and Zoning meeting January 19th. Thereafter, clarified the location selection process with the Chairman.
- Met with Supervisors on upcoming benefits open enrollment, elections, staff training, website updates, projects, budget, coronavirus, and capital improvements for Community Impact Study.
- Met with/responded to various citizen inquiries.
- 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) – Waiting on lighting quotes based on the Committee recommendation to Town Council.
- 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 January. Contractors are requesting contract time-extension; this is an item on the February 1st Town Council agenda.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Design plans are almost complete. It's expected the Town will receive plans February 3rd for review and to begin permit processes.
- Sidewalk Repairs – Sidewalk violation letters were mailed August 21st. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs. Follow-up is on-going.
- 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. Town Supervisors were tasked to report back department CIP list with estimates at the February Supervisors meeting for review/discussion.
- 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 – Referendum passed 341-4. The Town received final plans and specifications to review. I'm waiting for confirmation of loan closing and bid process procedure from the Drinking Water State Revolving Fund program administrator.
- 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.