

# Town of Milton

115 Federal Street  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

Fax: 302-684-8999

February 23, 2021

To: Mayor and Town Council  
From: Stephanie Coulbourne, Town Clerk (S/C)  
Re: February Administrative Report

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

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustment, and Traffic Calming Ad-hoc Committee.
- Transcribed Town Council meeting minutes for January 11, 2021 and February 1, 2021.
- Attended the Board of Elections meeting to certify the candidates for the 2021 Municipal Election.
- Posted departmental monthly reports and Town Council minutes on the website.
- Printed, folded and mailed 2021 annual tax billing and traffic survey.
- Completed upgrades to the Edmunds Utility and Financial software systems.
- Worked with the Department of Elections in Sussex County to prepare for the 2021 municipal elections.
- Sent the 2021 Municipal Election notices to the Department of Elections, and the Cape Gazette. Also posted the notices on the Town website, and bulletin board, as well as five locations around Town.
- As of today, thirty one absentee ballots have been issued for the 2021 Municipal Election.
- Sent letters to all candidates confirming their election filing.
- Attended three implementation meetings with iCompass.
- Submitted monthly pension contributions for all employees.
- 2019/2020 audit entries have been entered.
- Reconciliation of the CARES Act expense reimbursements has been completed.
- Processed accounts payable checks on a weekly basis.
- Processed requests from mortgage companies seeking tax and utility balances for six settlements and eighteen refinances.
- Attended monthly supervisors meeting.
- Processed payments daily for tax and utility accounts.
- Continued with the records retention project.
- Continued organization and oversight of Town administrative matters.