

# Town of Milton

115 Federal St  
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: Kristy Rogers, Town Manager  
Re: February Monthly Report

To follow are this month's highlights:

- Executed the 6-month extension on the ORPT grant for Rails to Trails Lighting; waiting for DNREC Secretary signature.
- Executed the 3<sup>rd</sup> change order on the Shipbuilders Treatment Facility project for pouring of the concrete slab as discussed by Town Council February 1<sup>st</sup>.
- Viewed Governor Carney's State of the State Address, and FY2022 Budget Presentation.
- Attended the monthly Sussex County Association of Towns, Steering Committee meeting. Presentation was by TidalHealth on merger (Nanticoke and Peninsula Regional hospitals), area growth and services.
- Participated in a municipal call with Governor Carney on current status of coronavirus and the vaccine, and forthcoming guidance on municipal event planning and elections.
- As Vice-President of the City Managers Association of Delaware, I participated in the regional ICMA (International City/County Management Association) quarterly call. Topics were trainings, dues, and impacts of coronavirus.
- Viewed webinar on possible EPA changes to the Lead and Copper Rule; as a small community, less than 10,000 population, Milton may not be affected by changes to sampling and planning. There'll be more information in the upcoming months as a public process is required before the changes are enacted.
- Continued implementation calls with iCompass; a "soft-launch" for department supervisors and Town Council use will begin in April.
- Met with Mayor, Public Works Supervisor, and Code Enforcement Officer on status of sidewalk repairs.
- Met with KCI and Public Works Supervisor to begin Year 2 of the Asset Management Plan for the water utility system.
- Attended, virtually, the Planning and Zoning meeting February 16<sup>th</sup>.
- Met with Supervisors on DFIT wellness survey, Community Impact Fee study, COVID updates from Governor's call, upcoming election planning, and statuses of department tasks.
- 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 design plan and lighting quotes based on the Committee recommendation to Town Council.
- Town Comprehensive Plan: Zoning Code under review for revisions. A utility/construction manual has been reviewed by Mr. Wingo and comments sent to Pennoni to proceed. In the upcoming few months, the Chairman of Planning and Zoning and I will be meeting to determine next goal and implementation items. Maps are being updated for the annexation of 100 Broadkill Road (Dexter property).
- 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 February 18<sup>th</sup>. Concrete slab to be poured February 24<sup>th</sup>. Tidewater Agreement for sewer connection executed February 22<sup>nd</sup>.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Design plans for permitting level received February 3<sup>rd</sup> and under review by the Public Works Supervisor.
- Sidewalk Repairs: Sidewalk violation letters were mailed August 21<sup>st</sup>. 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. CIP will also be under review by the Water Committee and Streets, Sidewalks, and Parks Committee in March.
- 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 – Project was placed out to bid beginning February 16<sup>th</sup>. Pre-bid will be held virtually on March 4<sup>th</sup>. As related to the loan closing, DWSRF requires a final Resolution to adopt terms of financing and bond issuance (this is on the March 1<sup>st</sup> Town Council agenda), Charter process documentation is also being assembled by the Town Clerk and me for closing.
- 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.