



DEPARTMENT MONTHLY REPORT

Meeting: Milton Town Council - May 03 2021

Staff Contact: Stephanie Coulbourne, Town Clerk

Department: Admin

Subject: Admin Monthly Report

Departmental Highlights:

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

- Prepared and posted agendas for Town Council, Planning and Zoning, Board of Adjustment, Traffic Calming Advisory AD-HOC Committee, Streets, Sidewalks and Parks Committee and Water Committee.
- Transcribed Town Council meeting minutes for March 23, 2021 and April 5, 2021.
- Participated in a conference call with Governor Carney's office.
- Attended Delaware Women Leading Government meeting.
- Attended monthly supervisor's meeting.
- Posted departmental monthly reports, Town Council minutes, approved ordinance and updated executive orders on the Town website.
- Printed and mailed 139 utility shut off notices for 4th quarter delinquent utility bills. All accounts were either brought up to date or scheduled a payment arrangement to avoid shut off.
- Printed and mailed first quarter utility billing.
- Printed and mailed 138 delinquent property tax bills.
- Researched and completed four FOIA requests
- Participated in training sessions on the iCompass software.
- Prepared Town Council agenda and packet for a launch of the iCompass software system.
- Activated and set up iPads for Town Council and supervisors to use the iCompass software system.
- Submitted monthly pension contributions for all employees.
- Processed requests from mortgage companies seeking tax and utility balances for 14 settlements and 7 refinances.
- Processed accounts payable checks on a weekly basis.
- Processed payments daily for tax and utility accounts.
- Continued with the records retention project.
- Continued organization and oversight of Town administrative matters.
- Town Hall was closed on April 2nd for Good Friday.

