



DEPARTMENT MONTHLY REPORT

Meeting: Milton Town Council - May 03 2021

Staff Contact: Kristy Rogers, Town Manager

Department: Admin

Subject: Town Manager's April Report

Departmental Highlights:

- Held bid opening for the Water System Improvements project. Town Council awarded the contract April 5th to ECM Corporation. Executed the Notice of Award and Project Agreement.
- Executed State Revolving Fund documents for the funding of the Water System Improvements Project; closing is scheduled April 29th.
- Participated in the municipal call with Governor Carney related to coronavirus.
- Viewed Congresswoman Blunt-Rochester Community Funding Webinar. Town will discuss ideas for submission in the FY23 funding cycle.
- Held bid opening for the Shipbuilders Paving Project. Town Council awarded the contract April 19th to Nichols Excavation.
- Attended the Sussex County Association of Towns Legislative meeting. Senator Carper spoke on the American Rescue Plan Act (ARPA), and municipalities presented the need of legislative support for continued Community Transportation Funds and Municipal Street Aid, as well as economic development and issues experienced by coastal towns.
- Viewed Water Infrastructure Advisory Council (WIAC) Meeting.
- Held Town Supervisors meeting; topics included iCompass implementation, Ethics training, projects, FY22 Budget, Federal FY23 community project ideas, health insurance open enrollment, coronavirus/supplies, and departmental specific tasks and updates.
- Researched Charter revisions and Special Development Districts
- Received fully executed Rails to Trails lighting project extension; developed specifications for the lighting bid. It's the intent for the project to be placed out for bid the week of April 26th.
- Met with Mr. Trask and Mr. Cardwell on next steps of the Comprehensive Plan with the Planning and Zoning Commission. Community Design Manual and consideration of a Transportation Improvements District (TID) were discussed.
- Met with representatives of Milton Theatre on the Zombie Parade.
- Attended the Ribbon Cutting at Wagamons Pond (new boat ramp).
- Filed Charter revision adopted by Town Council March 23rd and April 19th.
- Met with/responded to various citizen inquiries.

- Met, virtually, 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.

Project Updates:

- Milton Rails to Trails, Phase II (Federal Street to Lavinia Street): Field-side plantings April 24th. It's expected to place the lighting project out to bid the week of April 26th.
- 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. Next steps are a Community Design Manual and consideration of creating a TID by Planning and Zoning.
- 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 April 22nd. Project is on schedule for substantial completion May 17.
- Magnolia Street / Municipal Parking Lot drainage (including bulkhead): Permit level plans are complete. Pennoni is working on permit applications.
- Sidewalk Repairs: Sidewalk violation letters were mailed August 21. Mr. Wingo and Mr. Wilson have been meeting with residents on needed repairs. Follow-up is on-going and court dates are scheduled on various dates in June for those not in compliance with making repairs.
- 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 are continuing to evaluate costs of CIP lists. CIP will also be under review by the Water Committee and Streets, Sidewalks, and Parks Committee in April.
- 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 awarded. Once all documents are received, the Town will schedule a pre-construction meeting.
- 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.