



## **BOROUGH OF MT. OLIVER**

*(INCORPORATED NOVEMBER 9, 1892)*

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www.MtOliver.com

### **Manager's Report**

*January 1, 2018 – January 31, 2018*

#### **I. SPECIAL PROJECTS**

##### **Early Intervention Program Phase II**

Mt. Oliver was awarded an EIP Phase II Implementation Grant in the amount of \$179,770 for the following projects:

##### Zoning & SALDO Update

- Nothing new to report.

##### Land Management Software Update

(Closed out)

##### Electronic Document Management Software

- Installation and training for Laserfiche occurred as scheduled on 1/3 and 1/4.
- I developed a guide to file naming conventions that my staff will follow when scanning documents into the software.
- This project is ready to be closed out.

##### Website Development Project

- Continuing to develop the content and narrative for the website.
- Updated all Borough forms that will be available online.

##### Parking Meter Upgrades

(Closed out)

##### Space Utilization & Feasibility Study

- Nothing new to report.

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#### **NPP/Economic Development**

##### Roddlers

- I am continuing to communicate with the development team on a regular basis.
- Prepared for and attended a Progress Meeting on 1/24.

##### Bakery Incubator/The Bakery Society of Pittsburgh (TBSP)

- Construction is continuing to progress on schedule and without issue.
- Applications for resident bakers are due 2/16 and we are still on track to open in May.

### Façade Improvement Program

- The Hilltop Economic Development Corporation was awarded \$30,000 towards façade improvements.
- I am meeting with PNC's VP to discuss specific program goals and objectives.

### Misc.

- Attended the Quarterly NPP Advisory Committee Meeting.
  - Attended a meeting with Josh Berman (EDS) to discuss farmer's markets and summer food programs.
  - Attended a meeting with a commercial investor and another meeting with a residential investor.
  - Moik's Bar has closed permanently. The property sold to a commercial investor we have been working with on 1/31. He is not seeking to re-open the bar.
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## **Property Stabilization/Blight**

### Property Stabilization Committee

- The Code Enforcement Officer submitted reports for the monthly Property Stabilization Committee on 1/17. I did not send him to the meeting due to poor attendance last month.
- Attendance was better at this past meeting so I will be sending him to the 2/21 meeting.

### Vacant Property Recovery Program

- 303 Anthony
    - Application was submitted: 8/3/17.
    - Council passed a concurring resolution to move this project forward at the Regular Meeting on 12/18/17.
  - 184 Ormsby
    - Application submitted: 5/25/17.
    - Nothing new to report.
  - 200 Rustic
    - Application submitted: 9/29/17.
    - Nothing new to report.
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## **Pavement Maintenance Program**

### 2017 Utility Projects

- Nothing new to report.

### 2018 Pavement Maintenance Program

- I attended a Paving Field Meeting with the Engineer and Public Works Supervisor on 1/26 to finalize the specs for the 2018 bid. Councilman Viglione and Councilwoman Reft were also in attendance.
- I will be meeting with several of the property owners whose properties abut the alleys that we are reviewing the limits.

### 2018 Utility Projects

- I attended a Pre-Construction Meeting with Columbia Gas on 1/10 to discuss scope and schedule.
  - They plan to replace pipe on Hays, Penn, St. Joseph, School, and Ormsby the first half of the year and then move to Stamm, Walnut, Moye, and Sherman the second half of the year.
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## **Brownsville Road Streetscape**

### Streetscape Phase II (300-500 Blocks)

- Nothing new to report.
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### **Middle Way Parking Lot**

- We are still looking for additional funds to complete this project.
  - Gateway is applying to CITF for gap funding.
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### **CD Year 43 – Storm Sewer Inlet Repairs**

- Nothing new to report.
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### **CD Year 44 – Ormsby Park Retaining Wall**

- Nothing new to report.
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## **II. OPERATIONS**

### **Administration & Finance**

- Weekly planning of schedule and priorities.
- Routine data entry and reporting.
- Communications with Council members.
- Reviewed and addressed emails.
- Reviewed and returned voicemail calls.
- Prepared for an attended the Agenda Meeting & Regular Meeting.
- Prepared monthly Manager's Report.
- Prepared for and facilitated a Strategic Planning Session with Admin., Code Enforcement, & DPW.
- Submitted Payment Request 1<sup>st</sup> & Final to CFA for Anthony Street Sewer Project (\$110,000).

### Budget

- Reviewed activities for December and updated Working Budget documents.
- Completed the Q4 Detailed Budget Report.

### Insurance

- Nothing new to report.

### Pensions

- Reviewed Act 205 Report. Signed and returned to NWB for filing.

### Refuse

- Continuing to monitor collection activities and work with residents to set up payment plans.
- The new pick-up schedule that was supposed to change from Mondays to Tuesdays beginning 2/6 has been delayed until further notice.

### Tax Collection

- 2017 Current Taxes collected January 1, 2017 to December 31, 2017: \$732,097
  - (Compare to \$725,283 prior year)
- Delinquent Taxes collected for January, 2018: \$3,398

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## **Board & Commissions**

### Civil Service Commission

- Prepared for and attended the Civil Service Commission Meeting on 1/22.
- Prepared and submitted the 2017 Annual Report to Borough Council.

### Planning Commission

### Zoning Hearing Board

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## **Code Enforcement / Ordinance / Zoning**

- Prepared for and attended weekly Staff Meeting with the Code Enforcer.

See **attached** Report.

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## **Community Affairs / Economic Development**

- Prepared for and attended a meeting with the new event planner.
  - Drafting scope of services needed for 2018 events.
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## **Engineering**

- Nothing new to report.
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## **Legal**

### Agreements/Contracts

### Resolutions & Ordinances

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## **Organizations**

### Brashear Association

### Business Owners Association

### EDS

- Attended the EDS Board Meeting on 1/31.

### Mt. Oliver Volunteer Fire Department

- Attended the MOVFD Board Meeting on 1/3.
- The Annual Fish Fry will begin on Ash Wednesday (2/14) from 11a-7p, and every Friday during lent.

### HEDC

- Prepared monthly financial reports.
- Attended the HEDC Board Meeting on 1/16.

## SHACOG

- Reviewed bid specs for the 2019 Refuse Contract.
  - Attended a meeting on 1/17 to discuss the bid specs for the 2019 Refuse Contract.
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## **Parks & Recreation**

- Nothing new to report.
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## **Professional Development**

- Nothing new to report.
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## **Public Relations**

- Continued to post updates on social media.
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## **Public Works**

- Prepared for and attended weekly Staff Meeting with the Public Works Supervisor.

See **attached** Report.

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## **Sanitary & Storm Sewer**

### MS4

- Continuing implementation of the MCM's.

### O&M

### ***CCTV***

The low bidder for the project was Robinson Pipe with a total bid of \$212,306.50 and a Borough share of \$17,875.50. Work began the week of 9/3 and is now complete. Gateway is still awaiting the submission of the data.

### ***Excavation Repairs***

(Closed out)

### ***Pipe Lining***

The 2017 lining projects have been setup by Gateway based on outstanding defects and defects found from prior year CCTV data. The project was bid in conjunction with the SHACOG under two separate contracts, Contract A for Spot Lining and Contract B for Manhole-to-Manhole Lining.

### *Manhole-to-Manhole Lining*

(No 2017 Contract)

### *Spot Lining*

(Closed out)

See **Engineer's Report** for additional updates and information on Sanitary & Storm Sewer Projects