



## **BOROUGH OF MT. OLIVER**

*(INCORPORATED NOVEMBER 9, 1892)*

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www.MtOliver.com

### **Manager's Report**

*February 1, 2018 – February 28, 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

(Closed out)

##### Website Development Project

- Finished developing the content and narrative for the website.
- Attended a meeting with Swift Reach to develop the resident notification portion of the website.

##### Parking Meter Upgrades

(Closed out)

##### Space Utilization & Feasibility Study

- HHSDR finished their survey for existing conditions drawings.

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

##### Roddlers

- I am continuing to communicate with the development team on a regular basis.
- A new Project Manager was retained. We met on 2/13 to review issues from the previous Project Manager that still need to be addressed. I continue to receive weekly updates.

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

- Construction is continuing to progress on schedule and without issue.
- I attended Advisory Committee Meetings on 2/2, 2/13, 2/16, & 2/22.
- The application period for resident bakers closed on 2/16. Interviews are scheduled for 3/3.

### Façade Improvement Program

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

### Misc.

- I attended the first "Community & Cocktails" Happy Hour, a quarterly networking event for community development professionals in South Pittsburgh/South Hills.
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## **Property Stabilization/Blight**

### Property Stabilization Committee

- The Code Enforcement Officer attended the monthly Property Stabilization Committee on 2/21.

### Vacant Property Recovery Program

- 303 Anthony
    - Application was submitted: 8/3/17.
    - Nothing new to report.
  - 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

- Nothing new to report.

### 2018 Utility Projects

- Nothing new to report.
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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 submitted an application 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.
- Renewed the lease with Pitney Bowes for the postage meter. We will now be saving \$60/quarter.
- Closed Refuse Account and set up in the General Fund.
- Submitted Payment Request #7 to DCED for the EIP Phase II Project (\$10,927).

**Budget**

- Reviewed activities for January and updated Working Budget documents.

**Insurance**

- Nothing new to report.

**Pensions**

- Nothing new to report.

**Refuse**

- Continuing to monitor collection activities and work with residents on payment plans.
- The new pick-up schedule will change from Mondays to Tuesdays beginning 3/20.

**Tax Collection**

- 2018 Current Taxes collected January 1, 2018 to February 28, 2018: \$64,207
    - (Compare to \$79,656 prior year)
  - Delinquent Taxes collected for February, 2018: \$18,648
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**Board & Commissions****Civil Service Commission****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**

- Attended Kick-Off Meeting with Event Planner on 2/27 to discuss upcoming TBSP Gala and review 2018 Events Calendar.
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### **Engineering**

- Attended a Staff Meeting with Gateway on 2/20.
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### **Legal**

#### Agreements/Contracts

- Attended a meeting with the City of Pittsburgh to discuss the possibility of an agreement for limited Animal Control.

#### Resolutions & Ordinances

#### Misc.

- Solicitor, along with BIU/Code Enforcer represented the Borough at a Common Pleas Hearing on 2/6 RE: 141-143 Brownsville Road.
  - Communications with Solicitor RE: Acquisition of Real Estate, Transfer of Real Estate.
  - Communications with David Mitchell RE: Police Pension MMO, Personnel.
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### **Organizations**

#### Brashear Association

- Attended the Brashear Board Meeting on 2/5.

#### Business Owners Association

- Attended the quarterly BOA Meeting on 2/16.

#### EDS

#### Mt. Oliver Volunteer Fire Department

- Attended the MOVFD Board Meeting on 2/7.
- Volunteered at the Fish Fry on 2/14 (*Personal Day*).

#### HEDC

- Prepared monthly financial reports.

#### SHACOG

- Attended the quarterly Administrative Advisory Committee Meeting on 2/6.
  - Attended a meeting on 2/12 to discuss the feasibility of new Vector.
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### **Parks & Recreation**

- Attended a meeting with BCAP on 2/22 RE: Community Garden.
  - Finalized the 2018 Community Garden Application and advertised.
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### **Professional Development**

- Attended the Annual APMM Executive Development Conference from 2/14 thru 2/16.
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### **Public Relations**

- Continued to post updates on social media.
  - Attended a meeting with Avalon Borough on 2/12 to share Mt. Oliver's recent software and technology solutions.
  - Participated in an interview with 90.5 WESA RE: The Bakery Project.
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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. All punch list items have been completed and the 2017 contract is now ready to be closed out.

#### *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