



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

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www.MtOliver.com

Manager's Report

March 1, 2018 – March 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

(Closed out)

Website Development Project

- Attended training on 3/6 for Swift 911.
- Attended a meeting with the consultant on 3/13 to review the draft website and make edits.
- The website went “live” on 3/23 (mtoliver.com). There are a couple of minor tweaks that I’m still working on with the consultant (mainly photos and fonts).
- The consultant has reached out to our former provider to deactivate the old site.

Parking Meter Upgrades

(Closed out)

Space Utilization & Feasibility Study

- Nothing new to report.

NPP/Economic Development

Roddler's

- I am continuing to communicate with the development team on a regular basis and continue to receive weekly updates.
- There is a meeting set up for 4/3 to review the contractor's bid.

Bakery Incubator/The Bakery Society of Pittsburgh (TBSP)

- Construction is continuing to progress on schedule and without issue.
- I participated in interviews for the Resident Bakers on 3/3.
- I attended a Meet & Greet with the TBSP team and the (4) selected Resident Bakers on 3/20.

Façade Improvement Program

- The Hilltop Economic Development Corporation was awarded \$30,000 towards façade improvements.
- I have a meeting scheduled with PNC's VP the week of 4/30 to discuss specific program goals and objectives.

Misc.

- Attended a meeting with RE 360 on 3/27 to discuss redevelopment opportunities in Mt. Oliver.
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Property Stabilization/Blight

Property Stabilization Committee

- The Property Stabilization Meeting scheduled for 3/21 was canceled due to inclement weather.

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

- The project was advertised for bid on 3/20 & 3/26 in the Pittsburgh Post-Gazette.
- The bid opening is scheduled for 4/6.
- I have meetings set up with select residents on Pfeil Way the week of 4/2 to review paving limits.

2018 Utility Projects

- Utility work on Hays is progressing according to schedule and without issue.
 - The Chief of Police had the equipment moved that was blocking the sidewalk at Ormsby & Hays, per Council's request.
 - I met with the job foreman on 3/28 to discuss concerns around inadequate backfilling on Hays. They installed more fill and will continue to monitor.
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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, and we are awaiting the determination letter (probably Fall 2018).
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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 and attended the Agenda Meeting & Regular Meeting.
- Prepared for and attended a Special Meeting of Council RE: Personnel.
- Prepared monthly Manager's Report.
- Submitted Payment Request #2 & Final to CFA for the Anthony Street Sewer Project (\$11,451).

Budget

- Reviewed activities for February 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 changed from Mondays to Tuesdays on 3/20.
- Due to the ineffective notifications mailed out by Republic, my office mailed out notifications of the day change, as well as some FAQ's related to trash collection and storage.
- Enforcement will begin 4/10 (except where instances of excessively early trash).

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to March 31, 2018: \$173,868
 - (Compare to \$193,700 prior year)
 - Delinquent Taxes collected for March, 2018: \$23,195
 - Attended a meeting with the Solicitor and Tax Collector on 3/19 to review the tax appeal process and discuss best practices.
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Board & Commissions

Civil Service Commission

Planning Commission

Zoning Hearing Board

Code Enforcement / Ordinance / Zoning

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

See **attached** Report.

Community Affairs / Economic Development

- Attended a meeting with the Event Planner on 3/22.
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Engineering

- Attended a Staff Meeting with Gateway on 3/7 to review 2018 O&M Projects.
 - Attended a Field Meeting with Gateway on 3/22 to review paving deficiencies on Brownsville Road. Gateway is preparing a letter to the Utility Companies requesting that these deficiencies be addressed under the Maintenance Bond.
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Legal

Agreements/Contracts

Resolutions & Ordinances

Misc.

- Communications with Solicitor RE: 117 Fremont, Tax Appeals, Tax Exemptions, and Transfer of Real Estate.
 - Communications with David Mitchell RE: Personnel.
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Organizations

Brashear Association

Business Owners Association

EDS

- Attended the EDS Board Meeting on 3/28.

Mt. Oliver Volunteer Fire Department

- Attended the MOVFD Board Meeting on 3/7.

HEDC

- Prepared monthly financial reports.
- There was an HEDC Board Meeting on 3/13. I could not attend due to a conflict.

SHACOG

- Attended a meeting on 3/20 to review the 2nd draft of the 2018 Refuse Bid.
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Parks & Recreation

- Continuing to promote the Community Garden and accept applications.
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Professional Development

- Attended the Annual PELRAS Conference from 3/14 thru 3/16.
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Public Relations

- Continued to post updates on social media.
 - Participated in an interview with *The Incline* RE: The Bakery Project.
 - Published a Blog Post RE: Mt. Oliver's Success in Mitigating Blight.
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Public Works

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

See attached Report.

Sanitary & Storm Sewer

MS4

The Borough's waiver request was approved by the Department of Environmental Protection on 3/19. Gateway will be attending the April Agenda Meeting to update more on what this means for the Borough.

O&M

CCTV

(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