



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

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www.MtOliver.com

Manager's Report

April 1, 2018 – April 30, 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

- The domain from the old website has been transferred and all punch-list items are completed.
- This project is ready to be closed out.

Parking Meter Upgrades

(Closed out)

Space Utilization & Feasibility Study

- Nothing new to report.

NPP/Economic Development

Roddlers

- I am continuing to communicate with the development team on a regular basis.
- I attended meetings with the development team on 4/3 & 4/19.

Bakery Incubator/The Bakery Society of Pittsburgh (TBSP)

- Construction is continuing to progress on schedule and without issue.
- I prepared for and attended the closing for 225 Brownsville on 4/26. The building was sold to EDS for \$84,000, consistent with the MOU that Council adopted.

Façade Improvement Program

- The Hilltop Economic Development Corporation was awarded \$30,000 towards façade improvements.
- I have a meeting with PNC's VP on 5/3 to discuss specific program goals and objectives.

Misc.

- Attended a meeting with Leadership Pittsburgh on 4/5 to showcase the economic development work being done in Mt. Oliver.
 - Attended a follow-up meeting with RE 360 and EDS on 4/13 to discuss partnership opportunities related to housing in Mt. Oliver.
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Property Stabilization/Blight

Property Stabilization Committee

- Attended a preparatory meeting of the Property Stabilization Committee on 4/13, as the committee becomes more project-focused during the warmer months.
- Attended the Property Stabilization Meeting on 4/18 where we cleaned up 167 Penn.

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

- Attended meetings with residents on 4/4 to review paving limits on Pfeil Way.
- Attended the bid opening on 4/6.
- The contract was awarded to Mele & Mele for \$78,847.40.

2018 Utility Projects

- Utility work on Hays is progressing according to schedule and without issue.
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Brownsville Road Streetscape

Streetscape Phase II (300-500 Blocks)

- Nothing new to report.

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

- The pre-construction meeting was held on 4/25.
 - The contractor plans to be on site in early May.
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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 monthly Manager's Report.
- Attended a meeting with First Data on 4/17 to discuss the feasibility of electronic payment options in the Borough Offices and online.
 - I ordered a terminal for the Police Department to accept electronic payment for fines and parking tickets. However, we do not have the demand for on-site electronic payment in the Administrative Office at this point.
 - Electronic payment online could be useful for all departments, but would require some buildout by the web developer. I am working on a cost proposal for Council to review.

Budget

- Reviewed activities for March and updated Working Budget documents.
- Prepared the Q1 Detailed Budget Report.

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 and comprehensive enforcement began on 4/16.
- I started researching the feasibility of doing current and delinquent collections in-house, including required software updates for account management and web updates for online payment.

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to April 30, 2018: \$515,657
 - (Compare to \$490,768 prior year)
 - Delinquent Taxes collected for April, 2018: \$2,824
 - Attended a Tax Appeal Hearing for 111 Brownsville on 4/20.
 - The appeal was initiated by the Borough, and the review committee ruled in favor the Borough, ordering a re-assessment due to the building and occupancy permits that were not reported.
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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 meetings with the Event Planner on 4/4 & 4/18 for “Mt. Oliver Day (scheduled for 6/23).
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Engineering

Nothing new to report.

Legal

Agreements/Contracts

Resolutions & Ordinances

Misc.

- Communications with Solicitor RE: 117 Fremont, Tax Appeals, Insurance Claims.
 - Communications with David Mitchell RE: Personnel.
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Organizations

Brashear Association

- Attended the Brashear Board Meeting on 4/2.

Business Owners Association

EDS

Mt. Oliver Volunteer Fire Department

- Attended the MOVFD Board Meeting on 4/4.

HEDC

- Prepared monthly financial reports.
- The Board approved a Rent Abatement Application for Kodiak Printing (133 Brownsville), funded by the NPP.

SHACOG

- Reviewed and approved the 3rd & final draft of the 2018 Refuse Bid.
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Parks & Recreation

- Continuing to accept applications for the Community Garden.
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Professional Development

- Attended the Annual PML District Meeting on 4/19.
 - Attended the Annual GFOA Conference from 4/23 thru 4/24.
 - Participated on a panel presentation (“Municipal Finance in the Next Decade”).
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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.

Sanitary & Storm Sewer

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