



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

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Manager's Report

May 1, 2018 – May 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

(Closed out)

Parking Meter Upgrades

(Closed out)

Space Utilization & Feasibility Study

- Nothing new to report.

NPP/Economic Development

Roddler's

- Brashear is still very much committed to and expanding on the work they have undertaken in the Hilltop with the establishment of a new facility on Brownsville Road.
- To ensure that the project will be successful, Brashear has hired a fundraising consultant to assist in creating a Comprehensive Campaign and launched a Feasibility Study for the campaign, which involves an internal look at the organization, as well as outreach to the community.
- In the meantime, I am working with GRB on the Roddler Estate so if in fact the project is downsized, the Borough will still have control over Roddler's and its disposition.

Bakery Incubator/The Bakery Society of Pittsburgh (TBSP)

- Construction is expected to be completed by the middle of June.
- Attended a meeting on 5/29 to plan for the opening events which are scheduled as follows:
 - **Soft Launch** – Sat. 7/7, 9:00 AM to 4:00 PM (Media Event/Open to the Public)
 - **Regular Business Hours** – Beginning Mon. 7/9, 7:00 AM to 6:00 PM
 - **Grand Opening Event** – Thur. 7/12, 7:00 PM to 9:00 PM (Media Event/Invitation only)

Façade Improvement Program

- The Hilltop Economic Development Corporation was awarded \$30,000 towards façade improvements.
- I attended a meeting with PNC's VP on 5/3 to discuss specific program goals and objectives. Our program design was approved and we have now begun to market the program to the Mt. Oliver businesses.

Misc.

Property Stabilization/Blight

Property Stabilization Committee

- Attended the Property Stabilization Meeting on 5/16 where we cleaned up 131 Koehler.

Vacant Property Recovery Program

- 303 Anthony
 - Application was submitted: 8/3/17.
 - Allegheny County is moving forward with legal proceedings with an expected closing date of early fall.
 - 184 Ormsby
 - Application submitted: 5/25/17.
 - Allegheny County sent a follow-up letter requesting more information in July 2017. No response, so the application was closed in November 2017.
 - 200 Rustic
 - Application submitted: 9/29/17.
 - Allegheny County sent a follow-up letter requesting more information in October 2017. No response, so the application was closed in February 2018.
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Pavement Maintenance Program

2017 Utility Projects

- There is a meeting scheduled for 6/15 with Columbia Gas to discuss the restoration timeline.
- I have also been working with the City on the resurfacing of Arlington.

2018 Pavement Maintenance Program

- The contract documents with Mele & Mele for the resurfacing of Pfeil, Coutts, and Anthony have been fully executed and we are now awaiting a pre-construction meeting.
- The contract with Pavement Technologies for the rejuvenator application of Margaret, Carmen, and Jonas has been completed and is ready to be closed out.

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.
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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

- The inlet repairs under this contract have been completed.
 - We are working on the logistics of restoration, as part of it is to be shared with Columbia Gas.
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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.

Budget

- Reviewed activities for May and updated Working Budget documents.

Insurance

- Communications with defense counsel on the following claims:
 - *Fouty v. Wai, Mt. Oliver Borough* (claiming trip and fall on sidewalk)
 - *Milligan v. Mt. Oliver Borough* (claiming civil rights violation)
- Defense counsel does not believe that the Borough is at fault for either of these cases, but we unfortunately need to go through the motions anyway.

Pensions

- The 3-Year Pension Audit by the Auditor General's Office is underway. It is expected to be completed by Mid-June.

Refuse

- Continuing to monitor collection activities and work with residents on payment plans.
- I am continuing to research the feasibility of doing current and/or delinquent collections in-house, including required software updates for account management and web updates for online payment.
 - Given the overhead and complexities associated with billing, the ideal scenario is to have Keystone continue the current billing, while the Borough takes over the delinquent collections.
 - I have provided notice to Keystone and we are currently working out details of what a new contract might look like.

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to May 31, 2018: \$601,489
 - (Compare to \$581,720 prior year)
 - Delinquent Taxes collected for May, 2018: \$12,338
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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.
- Attended a meeting with BIU to discuss issues around Rental Licenses.
 - Instead of one day, they will give us two days per week for inspections (Thur/Fri).
 - They will communicate no-response properties after two calls/two weeks.

See attached Report.

Community Affairs / Economic Development

- Continuing event planning activities for “Mt. Oliver Day” (**Sat. 6/23 from Noon to 4:00 PM**).
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Engineering

- Prepared for and attended a Staff Meeting with the Engineer on 5/22.
 - A Grading Permit was reviewed and approved for 107 Overhill.
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Legal

Agreements/Contracts

Resolutions & Ordinances

Misc.

- Communications with Solicitor RE: Resolutions/Ordinances, Tax Exemptions, Property Acquisitions.

Organizations

Brashear Association

- Attended various Strategic Planning Meetings throughout the month of May, including –
 - 5/2 – Meeting with Carter (Comprehensive Campaign/Feasibility Study)
 - 5/14 – Meeting with Nonprofit Talent (Succession Planning)
 - 5/24 – Meeting with Tom Hardy (Building Project)
 - 5/29 – Meeting with Carter/Nonprofit Talent (Feasibility Study/Succession Planning)

Business Owners Association

EDS

Mt. Oliver Volunteer Fire Department

- Attended the MOVFD Board Meeting on 5/2.

HEDC

- Prepared monthly financial reports.
- Attended the HEDC Board Meeting on 5/22.

SHACOG

- Prepared for and attended the May Board Meeting, hosted by Mt. Oliver.
 - Could not attend the 5/9 Administrative Advisory Committee Meeting due to a conflict.
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Parks & Recreation

- All applications for the Community Garden have been processed and plots are assigned.
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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.

Sanitary & Storm Sewer

CCTV

The 2018 contract was awarded to State Pipe Services, with a Borough share of \$28,120.80.

Excavation Repairs

The 2018 contract was awarded to Roto-Rooter, with a Borough share of \$41,042.50.

Pipe Lining

The 2018 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.

Spot Lining

The 2018 contract was awarded to Robinson Pipe, with a Borough share of \$19,800.00

Manhole-to-Manhole Lining

The 2018 contract was awarded to Insight Pipe, with a Borough share of \$9,136.25.

Note, now SHACOG is recommending we reject this bid, as it is 30% higher than the Engineer's estimate and there was only one bid received

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