



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

150 Brownsville Road Pittsburgh, PA 15210

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www.MtOliver.com

Manager's Report

July 1, 2018 – July 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.

The Bakery Society of Pittsburgh (TBSP)

- Attended the Ribbon Cutting Ceremony on 7/5.
- Attended the Grand Opening Event on 7/12.
- TBSP had their inaugural Board of Directors Meeting on 7/19 and is now functioning as its own independent non-profit.
- Opening is planned for the week of 8/13.
- TBSP is hosting a Tasting and Sampling Event with Penn Brewery on 8/16 from 6:00 PM to 8:00 PM. Tickets can be purchased through this link: <https://www.facebook.com/events/2133448790274198/>

Façade Improvement Program

- The Hilltop Economic Development Corporation was awarded \$30,000 towards façade improvements.
- We are actively marketing the program and working with business owners on their application and designs.

Misc.

Property Stabilization/Blight

Property Stabilization Committee

- The Property Stabilization Committee took the month of July off due to staffing transitions with EDS and the Borough. Next meeting is scheduled for 8/15 where we will be cleaning up 507 Hervey.

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.
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Pavement Maintenance Program

2017 Utility Projects

- Final restoration of Arlington and adjacent streets from Brownsville to Frederick is completed.
- No word yet on the side of Arlington from Brownsville to Middle.

2018 Pavement Maintenance Program

- The pre-construction meeting with Mele & Mele occurred on 6/19 for the resurfacing of Pfeil, Coutts, and Anthony.
- Work should be commencing within the next couple of weeks.

2018 Utility Projects

- The utility work on Hays is expected to be completed by late-August. Similar to the Arlington project, Columbia Gas will do the base repair this year, and then mill & pave next year.
 - The work on Locust, Stamm, and Sherman will be postponed at least a year due to funding restrictions.
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Brownsville Road Streetscape

Streetscape Phase II (300-500 Blocks)

- Gateway submitted an application for a Multi-Modal Grant in the amount of \$305,000.
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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 and is ready to be closed out.
 - SHACOG awarded Mt. Oliver an additional \$20,000 towards this project due to surplus funds.
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CD Year 44 – Ormsby Park Retaining Wall

- Mt. Oliver was awarded \$20,000 for this project.
 - I attended a meeting with Gateway on 7/12 to discuss revisions to the scope of this project since we were awarded much less than what we applied for. We have reduced the cost of the project from \$200,000 to about \$80,000.
 - We will bid this project as soon as we receive the go ahead from SHACOG.
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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 July and updated Working Budget documents.
- Prepared the Q2 Detailed Budget Report.

Insurance

Pensions

- The 3-Year Audit was conducted by the Auditor General during the months of June and July. The Audit has since been completed and we are awaiting on the final report.

Refuse

- Continuing to monitor collection activities and work with residents on payment plans.
- The new agreement from Keystone has been finalized and ready for adoption at the August Public Meeting.

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to July 31, 2018: \$654,938
 - (Compare to \$648,689 prior year)
- Delinquent Taxes collected for July, 2018: \$15,777

Misc.

Board & Commissions

Civil Service Commission

Planning Commission

Zoning Hearing Board

Code Enforcement / Ordinance / Zoning

- The Code Enforcer submitted his resignation on 7/12.
- I have been doing the interim Code Enforcement since 7/16 and plan to for the foreseeable future.

See **attached** Report.

Community Affairs / Economic Development

- Continuing event planning activities for Fall Fest (**Sat. 9/22 from Noon to 5:00 PM**).
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Engineering

- Attended a meeting with Gateway on 7/12 to discuss next year's projects, including –
 - Walnut Street Parking Lot Project (Committed)
 - Ormsby Park Retaining Wall Project (Committed)
 - Brownsville Road Sidewalk Project (Contingent)
 - Middle Way Parking Lot Project (Contingent)
 - Paving Projects (Contingent)
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Legal

- Communications with Solicitor RE: Resolutions & Ordinance, Agreements & Contracts, and Acquisition of Real Estate.
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Organizations

Brashear Association

- Attended Brashear's Christmas in July Fundraiser on 7/12.

Business Owners Association

EDS

Mt. Oliver Volunteer Fire Department

HEDC

- Prepared monthly financial reports.

SHACOG

- Bid tabs were received for the 2019-2023 Refuse Contract. Waste Management was the low-bidder for traditional collection.
 - We are required to enter into an agreement by 9/24.
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Parks & Recreation

- Hosted the PA Secretary of Agriculture at the Community Garden on 7/17 as part of a state-wide tour of urban agriculture.
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Professional Development

- Nothing new to report.
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Public Relations

- Continued to post updates on social media.
 - Continued to post updates on website.
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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

(No contract)

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