



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

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www.MtOliver.com

Manager's Report

August 1, 2018 – August 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

- Attended a meeting with consultant team on 8/29 to review the first draft of the Zoning Ordinance.

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.

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.
- There is a meeting scheduled with Carter on 9/4 to discuss the preliminary results of the Comprehensive Campaign & Feasibility Study.

The Bakery Society of Pittsburgh (TBSP)

- TBSP celebrated their opening on 8/13. They are operating on their own as an independent non-profit and have a fully functioning Board of Directors.
- Part of TBSP's mission is to provide pro bono consulting services for existing Mt. Oliver businesses, and to host community classes and event.
- While the "project" is ready to be closed out, I will continue to provide relevant updates as a Board Member under the "Organizations" heading of my report.

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 met on 8/15 where we cleaned up 507 Hervey and assisted a resident at 256 Church.

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

- Mele & Mele has completed paving and concrete work on Pfeil, Coutts, and Anthony.
- There are several punch-list items that need addressed before we release payment.

2018 Utility Projects

- The utility work on Hays is expected to be completed by fall. 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.

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

(Closed out)

CD Year 44 – Ormsby Park Retaining Wall

- Mt. Oliver was awarded \$20,000 for this project.
 - Gateway is in the process of preparing specifications for bid.
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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 August and updated Working Budget documents.

Insurance

- The Borough Secretary and I have been gathering policy declarations and loss histories to procure 2019 Commercial Liability/Property, Worker's Compensation, and Public Officials policies.
- Health Insurance was renewed with Highmark at another 0% increase.

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 signed and they are preparing the data for transfer.

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to August 31, 2018: \$671,259
 - (Compare to \$662,287 prior year)
- Delinquent Taxes collected for August, 2018: \$8,598
 - 2017 Delinquent Taxes were sent to Keystone 8/31.

Misc.

Board & Commissions

Civil Service Commission

Planning Commission

Zoning Hearing Board

Code Enforcement / Ordinance / Zoning

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

Nothing new to report.

Legal

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

Brashear Association

Business Owners Association

EDS

- Attended the EDS Board Meeting on 8/1.

Mt. Oliver Volunteer Fire Department

HEDC

- Prepared monthly financial reports.
- Attended the Board Meeting on 8/14.

SHACOG

- Attended the Administrative Advisory Committee Meeting on 8/8.
- I have been in communications with Waste Management to begin setting up our accounts. We will be meeting on site in the coming weeks to review the route.

TBSP

- Attended the Board Meeting on 8/2.
- Attended the Penn Brewery Pairing & Tasting Event on 8/16.
- Attended a Budget Meeting on 8/29.

Parks & Recreation

Nothing new to report.

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