



## **BOROUGH OF MT. OLIVER**

*(INCORPORATED NOVEMBER 9, 1892)*

150 Brownsville Road Pittsburgh, PA 15210

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www.MtOliver.com

### **Manager's Report**

*September 1, 2018 – September 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

- Attended a meeting with consultant team on 9/27 to review Definitions and Uses sections in the draft 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.

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#### **Economic Development**

##### Roddler's

- Brashear is working on an MOU for the transfer of 300 Hays to Mt. Oliver Borough.
- Once the property is transferred to the Borough, Brashear has committed to repair the roof while the Borough works to exonerate the delinquent taxes with the County and School District.
- As part of the MOU, Brashear will reimburse the Borough for all legal expenses.

##### Façade Improvement Program

- The HEDC was awarded \$30,000 towards façade improvements.
- We are actively marketing the program and working with business owners on their application and design.

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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.
- All punch-list items are completed and the project is ready to be closed out.

### 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.
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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 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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### **CD Year 45 – Brownsville Road ADA Ramps**

- Gateway is preparing an application to replace the handicap ramps in the 300-500 blocks of Brownsville, as part of a larger streetscape initiative.
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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 September and updated Working Budget documents.

### Insurance

- Attended a meeting with Duncan Insurance on 9/13 to review information needed for 2019 renewals.

### Pensions

- We are still awaiting the final report for the Pension Audit.

### Refuse

- Continuing to monitor collection activities and work with residents on payment plans.
- All delinquent refuse data has been transferred to the Borough. All have been trained on how to use the data and in taking and recording payments.
- We will begin legal filings after the first of the year, once we receive 2018 data.

### Tax Collection

- 2018 Current Taxes collected January 1, 2018 to September 30, 2018: \$681,702
  - (Compare to \$666,959 prior year)
- Delinquent Taxes collected for September, 2018: \$2,364

### Misc.

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## **Board & Commissions**

### Civil Service Commission

### Planning Commission

### Zoning Hearing Board

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## **Code Enforcement / Ordinance / Zoning**

See **attached** Report.

### Property Stabilization Committee

- The Property Stabilization Committee did not meet during the month of September due to weather.
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## **Community Affairs / Economic Development**

- Prepared for and attended Fall Fest on 9/22.
  - The turnout for the event was the best yet and we've heard a lot of positive reviews.
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## **Engineering**

- Attended a Staff Meeting with the Engineer on 9/18.
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## **Legal**

- Communications with Solicitor  
*RE: Agreements/Contracts, Condemnations, Real Estate, Resolutions & Ordinance, and Zoning*
  - Communications with Special Labor Counsel  
*RE: Personnel Issue*
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## **Organizations**

### Brashear Association

- Attended Committee Meetings on 9/4 & 9/20.
- Attended the Board Meeting on 9/10.

### Business Owners Association

### EDS

- Attended the EDS Annual Golf Outing on 9/17.

### Mt. Oliver Volunteer Fire Department

- Attended a meeting with the Fire Department and Borough Council on 9/27.

### HEDC

- Prepared monthly financial reports.
- Attended the Board Meeting on 9/18.

### SHACOG

### TBSP

- Attended the Board Meeting on 9/6.
  - TBSP held their first free kids class on 9/29.
  - There is another Pairing & Tasting event on 10/11, this time with Rusty Gold Brewery.
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## **Parks & Recreation**

Nothing new to report.

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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.

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## **Sanitary & Storm Sewer**

### ***CCTV***

- The 2018 contract was awarded to State Pipe Services, with a Borough share of \$28,120.80.
- Pre-Construction Meeting was held on 9/11.

### ***Excavation Repairs***

- The 2018 contract was awarded to Roto-Rooter, with a Borough share of \$41,042.50.
- Pre-Construction Meeting was held on 9/11.

### ***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
- Pre-Construction Meeting was held on 9/11.

### ***Manhole-to-Manhole Lining***

- This project was re-bid and we are awaiting the new bid tabulations.

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