



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

150 Brownsville Road Pittsburgh, PA 15210

Ph: 412-431-8107 Fax: 412-431-0184

www.MtOliver.com

Manager's Report

October 1, 2018 – October 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

- Reviewed revised Definitions and Uses sections in the draft Zoning Ordinance.
- Planning Commission Review scheduled for 11/5.

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

- Due to a series of unforeseen events, the Borough will no longer be entering into an MOU with Brashear for the purchase and subsequent transfer of 300 Hays. Instead, Brashear plans to purchase the property directly from the estate.

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.
-

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 once the pay application is received and reviewed.

2018 Utility Projects

- Attended a walk-through with Columbia Gas on 10/31 to discuss restoration on Hays.
 - Crews will be out in the next couple of weeks to restore the sidewalks and the trench lines.
 - Mill & pave will occur in the spring.
-

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.
-

CD Year 44 – Ormsby Park Retaining Wall

- Mt. Oliver was awarded \$20,000 for this project.
 - One bid was received by John Zottola Landscaping in the amount of \$88,800.00 which is in line with the engineer's estimate.
 - Council needs to decide if they are going to accept this bid or re-bid in early 2019.
-

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.
-

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 October and updated Working Budget documents.
- Prepared Q3 Detailed Budget Report.
- Prepared 2019 Budget.
- Attended various committee meetings in preparation of the 2019 Budget.
- Prepared for and attended the 1st (and final) Budget Workshop with Council.

Insurance

- Continuing to work with Duncan Insurance for 2019 renewals.

Pensions

- The final report for the Pension Audit was received.
- The Borough must return \$22,856 in excess state aid received for the 2014-2017 plan years that are related to the legacy benefits outside the scope of Act 600.
- Because in some years the amount of state aid exceeded the MMO, \$13,057 of the \$22,856 may be paid for out of the plan. The other \$9,799 will need to come from the General Funds.

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 October 31, 2018: \$695,120
 - (Compare to \$706,030 prior year)
- Delinquent Taxes collected for October, 2018: \$12,547
- Attended a follow-up hearing for 111 Locust. The property owner did not show up, so the increase from the re-assessment was sustained.

Misc.

Board & Commissions

Civil Service Commission

Planning Commission

- Planning Commission Meeting scheduled for 11/5 to review application for minor subdivision and to review first sections of draft Zoning Ordinance.

Zoning Hearing Board

- Zoning Hearing scheduled for 12/3 for 326 Hays.
-

Code Enforcement / Ordinance / Zoning

See **attached** Report.

Property Stabilization Committee

Community Affairs / Economic Development

- Commenced planning activities for Mt. Oliver Cookie Tour (12/1, 2-6pm)
-

Engineering

- Attended Gateway's Annual Presentation on 10/3.
-

Legal

- Communications with Solicitor
RE: Condemnations, Real Estate, and Resolutions & Ordinance
 - Communications with Special Labor Counsel
RE: Personnel Issue
-

Organizations

Brashear Association

- Attended various committee meetings (RE: Succession Planning, Strategic Planning).
- Attended the Board Meeting on 10/1.
- Attended the Annual Bravo! Brashear Event on 10/25.

Business Owners Association

- Meeting scheduled for 11/6 @ 4:00 PM.

EDS

- Attended various committee meetings (RE: Succession Planning, Finance)
- Attended the Board Meeting on 10/3.
- Attended the Produce Marketplace Ribbon Cutting on 10/26.

HEDC

- Prepared monthly financial reports.
- Awarded a Façade grant for 129 Brownsville to install a sign.
- Working with buyer for 335 Church.

SHACOG

TBSP

- Attended various committee meetings (RE: Operations, Finance).
 - Attended the Board Meeting on 10/4.
 - Attended the Pairing & Tasting event w/ Rusty Gold Brewery on 10/11.
-

Parks & Recreation

Nothing new to report.

Professional Development

Nothing new to report.

Public Relations

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

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.
- 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 in September, based on recommendation of the SHACOG Board of Directors
- Bids were opened 10/2, and the 2018 contract was awarded to Jet Jack, with a Borough share of 9,700.00

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