



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

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Manager's Report

November 1, 2018 – November, 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 Parking, Signs, and Streetscape Overlay sections in the draft Zoning Ordinance.
- Prepared for and attended Planning Commission Meetings on 11/5 & 11/26 to workshop 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

- 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.
- A petition to exonerate tax liens will be heard on 12/13. The Borough will be in attendance to express our support for this project.
- Brashear applied for a building permit for the roof replacement. We are currently awaiting drawings from MM Mara Construction before the permit can be issued.

Façade Improvement Program

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

2018 Pavement Maintenance Program

- Mele & Mele has completed paving and concrete work on Pfeil, Coutts, and Anthony.
- The 1st payment application has been received and includes all work, less 5% retainage for a couple of minor punchlist items that are still outstanding.

2018 Utility Projects

- I sent a letter to Columbia Gas on 11/21 requesting an update on the Hays Ave Restoration in writing, as well as a representative to attend the next Public Meeting.
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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 were not awarded a CITF grant for this project.
 - Because we can't seem to find the necessary matching funds for the ALCOSAN GROW grant we were awarded earlier this year to do a green infrastructure project, I recommend that we re-group in 2019 to plan and budget for a less costly alternative.
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CD Year 44 – Ormsby Park Retaining Wall

- Mt. Oliver received a \$20,000 for this project.
 - The bid was awarded to John Zottola Landscaping in the amount of \$88,800.00.
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CD Year 45 – Brownsville Road ADA Ramps

- Gateway submitted an application in the amount of \$28,743.00 to replace handicap ramps in the 300-500 blocks of Brownsville.
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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 November and updated Working Budget documents.

Insurance

- All renewals for 2019 have been received. General Liability, Property, Public Official's, etc. stayed about the same. Worker's Compensation decreased by nearly \$10,000.

Pensions

Refuse

- Keystone will be mailing out 2019 bills the first week of December.
- Waste Management will also be sending out a mailing related to the service change.

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to November 30, 2018: \$707,909
 - (Compare to \$723,021 prior year)
- Delinquent Taxes collected for November, 2018: \$11,226

Misc.

Board & Commissions

Civil Service Commission

Planning Commission

- Planning Commission Meetings were held on 11/5 & 11/26 to review updates to the Zoning Ordinance and to review an application for a minor subdivision.

Zoning Hearing Board

- There Zoning Hearing for 326 Hays is **re-scheduled** for 12/18 at 7:00 PM.
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Code Enforcement / Ordinance / Zoning

See **attached** Report.

Property Stabilization Committee

Community Affairs / Economic Development

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

- Attended a Staff Meeting with Gateway on 11/27.
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Legal

- Communications with Solicitor
RE: Condemnations, Real Estate, and Resolutions & Ordinance

Organizations

Brashear Association

- Attended various committee meetings (RE: Succession Planning, Strategic Planning).

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 11/15.

HEDC

- Prepared monthly financial reports.
- Continuing to work with buyer and closing agent for 335 Church.

SHACOG

- Attended the Quarterly Advisory Committee Meeting on 11/8.

TBSP

- Attended various committee meetings (RE: Operations, Finance).
 - Attended the Board Meeting on 11/8.
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Parks & Recreation

Nothing new to report.

Professional Development

Nothing new to report.

Public Relations

- Attended a meeting with Congressman Doyle's Office on 11/6.
 - Attended the Hilltop Alliance's Annual Dinner on 11/20.
 - Continued to post updates on website and 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.
- 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