



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

December 1, 2018 – December 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

- Review of Definitions, Uses, Parking, Signs, and Streetscape Overlay sections have been reviewed.
- Next meeting is scheduled for 1/28 to review the SALDO.

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

- A petition to exonerate tax liens was heard on 12/13. The court ordered in favor of the project and exonerated all tax liens prior to 2018.
- Brashear applied for a building permit for the roof replacement. Drawings have since been submitted and are currently undergoing the plan review process.
- Brashear is expected to close on 300 Hays by 1/15, purchasing 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 businesses on their application and design.

Pavement Maintenance Program

2018 Pavement Maintenance Program

- Mele & Mele has completed paving and concrete work on Pfeil, Coutts, and Anthony.
- The 1st payment application was received and approved. This includes all work, less 5% retainage for a couple of minor punchlist items that are still outstanding.
- To date, punchlist items have still not been completed and we continue to withhold the retainage.

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 a Public Meeting.
 - Columbia Gas has issued written explanation regarding what happened with the Hays Ave Project and why it took so long, which I have included in Council's Meeting Packets. They are available to attend the next meeting to respond to any questions or concerns.
 - Moving forward, we have enhanced our internal process with issuing, monitoring, and enforcing street opening permits so that the Borough can control the situation better.
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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 \$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 December and updated Working Budget documents.

Insurance

Pensions

Refuse

- 2019 bills have been mailed out.
- Waste Management has also be sent out a mailing related to the service change.

Tax Collection

- 2018 Current Taxes collected January 1, 2018 to December 31, 2018: \$736,904
 - (Compare to \$732,097 prior year)
- Delinquent Taxes collected for December, 2018: \$6,371

Misc.

Board & Commissions

Civil Service Commission

- Placed advertisement for Full-Time Police Officer.
- Applications are due 1/9.
- Physical Agility & Written Exam scheduled for 1/22.

Planning Commission

- Collected all signatures and dropped off the Cadman-Schwartz Subdivision for recording.
- Next Planning Commission Meeting scheduled for 1/28.

Zoning Hearing Board

- The Zoning Hearing for 326 Hays was held on 12/18 at 7:00 PM. At the hearing, the applicant withdrew their application on the record and indicated there intentions to re-file.
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Code Enforcement / Ordinance / Zoning

See attached Report.

Property Stabilization Committee

Community Affairs / Economic Development

- The Mt. Oliver Cookie Tour was held on 12/1 from 2:00 to 6:00 PM. Despite the rain, there were more than 100 attendees.
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Engineering

- Attended a Conference Call with Gateway on 12/5.
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Legal

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

Brashear Association

- Attended various committee meetings (RE: Succession Planning, Strategic Planning).
- Attended the Board Meeting on 12/10.

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.
- 335 Church closed on 12/19.
 - The new owner has already applied for and received approval for a building permit, investing more than \$80,000 in the property.

SHACOG

TBSP

- Attended various committee meetings (RE: Operations, Finance).
 - Attended the Board Meeting on 12/6.
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Parks & Recreation

Nothing new to report.

Professional Development

- Attended the W. PA Municipal Manager's Association Annual Luncheon on 12/13.
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Public Relations

- 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.
- All work has been completed and the data has been submitted to Gateway for review.
- Once quantities have been reviewed and agreed upon, a final pay application will be submitted.

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.
- All work has been completed and Gateway has performed inspections on these repairs to verify that they have been completed in accordance with Borough standards.
- Once quantities have been reviewed and agreed upon, a final pay application will be submitted.

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.
- All work has been completed, except for the post-repair televising that needs submitted for review.
- Once this post-repair televising is received and reviewed, and quantities have been reviewed and agreed upon, a final pay application will be submitted.

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
- Once the contract is executed between SHACOG and Jet Jack, a Pre-Construction Meeting will be scheduled.

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

**** Vacation 12/24 – 12/31****