



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

150 Brownsville Road Pittsburgh, PA 15210

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www.MtOliver.com

Manager's Report

January 1, 2019 – January 31, 2019

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

- Final draft of Zoning Ordinance has been completed and is being reviewed by the Planning Commission, as well as the first draft of 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

102/104 Brownsville

- A tax exoneration hearing for 102 Brownsville was held in January for delinquent County and School Taxes for the purposes of redevelopment. A court order was issued exonerating all taxes through 2018 with one-year tax exemption for 2019.
- I have reached out to the developer to discuss next steps.

621 Brownsville

- I have been in conversations with EDS and the Birmingham Foundation about the reuse of this site. There will be more to report in the coming months.

300 Hays

- The Brashear Association purchased 300 Hays from the estate on 1/15 and transferred to Brandon Taylor for the purpose of redevelopment.
- The plans for the roof replacement have been approved and a building permit was issued in January.

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 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.

2018-2019 Utility Projects

Nothing new to report.

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.

Audit

- We have started work on our first Audit with the Independent Auditors.
 - Reviewed and submitted questionnaire on existing conditions related to internal controls.
 - Completed confirmation letters for Jordan, Keystone, Northwest Bank, Pension Plans, and all Loan Obligations, including PennVest.

Budget

- Prepared Year-End Detailed Budget to Actual Report.

Insurance

- Attended a meeting with our broker for dental, life, and disability Insurance that will renew 2/1.
- MetLife has committed to a 20% decrease in dental and 10% decrease in life and disability insurance beginning 2/1/19 through 12/1/20 which is almost a two-year commitment that will also align our renewal date with the health insurance.

Pensions

Business Privilege

- All 2019 Business Privilege forms were mailed out in January 15th and are due March 31st.
- 2019 Business Privilege collected YTD: \$8,250

Refuse

- 2019 Current Refuse collected YTD: \$41,169
- Delinquent Refuse collected YTD: \$1,649
 - 1st round of delinquent notices mailed

Tax Collection

- 2019 Current Taxes collected YTD: \$0
- Prior Year & Delinquent Taxes collected YTD: \$19,730

Misc.

Board & Commissions

Civil Service Commission

- Prepared the Annual Report of the Civil Service Commission and emailed to Council.
- The application process for Full-Time Police Officer is continuing to proceed without issue.
 - Three applications were received by the application deadline on 1/9.
 - Physical Agility & Written Exam occurred on 1/22.
 - Oral Exam is scheduled for 2/22.

Planning Commission

- Prepared and attended the Planning Commission Meeting on 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 their intentions to re-file.
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Code Enforcement / Ordinance / Zoning

See **attached** Report.

Property Stabilization Committee

Community Affairs / Economic Development

- Attended a meeting with Event Planner to discuss the schedule of events for this year.
 - Attended a meeting with the marketing team to discuss content for a quarterly newsletter and an info sheet for new residents.
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Engineering

- Attended a Staff Meeting with Gateway to review this year's projects, including the O&M Projects.
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Legal

- Communications with Solicitor
RE: Demolition, Personnel, Real Estate, and Resolutions & Ordinance
 - Communications with Labor Counsel
RE: Personnel
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Organizations

Brashear Association

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

Business Owners Association

- Attended the monthly BOA Meeting on 1/8.

EDS

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

HEDC

- Prepared monthly financial reports.
- Attended the Board Meeting on 1/29.

SHACOG

TBSP

- Attended various committee meetings (RE: Operations, Finance).
 - Attended the Board Meeting on 1/3.
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Parks & Recreation

Nothing new to report.

Professional Development

Nothing new to report.

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

2018 Projects

CCTV

- The 2018 contract was awarded to State Pipe Services, with a Borough share of \$28,120.80.
- All work has been completed and the data has been submitted to Gateway for review.
- The first and final pay application was received and approved in the amount of \$20,816.68.

Excavation Repairs

- The 2018 contract was awarded to Roto-Rooter, with a Borough share of \$41,042.50.
- 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.
- The first pay application was received and approved in the amount of \$20,744.20.

Pipe Lining

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
- 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.

2019 Projects

CCTV

- 2019 Proposed: \$25,250

Excavation Repairs

- 2019 Proposed: \$60,350

Pipe Lining

Spot Lining

- 2019 Proposed: \$10,100

Manhole-to-Manhole Lining

- 2019 Proposed: \$27,000

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