



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

150 Brownsville Road Pittsburgh, PA 15210

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www.MtOliver.com

Manager's Report

February 1, 2019 – February 28, 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 and SALDO have been completed.
- A Public Hearing is scheduled for 3/25 where the Planning Commission will receive any public comments related the Zoning Ordinance or 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.

Pavement Maintenance Program

2018 Pavement Maintenance Program

- Mele & Mele completed paving and concrete work on Pfeil, Coutts, and Anthony.
- All punchlist items have been satisfactorily completed and this project can now be closed out.

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

Nothing new to report.

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

- The Independent were on site this month. We should expect a final report and presentation by late-March/early-April.

Budget

- Reviewed monthly Budget to Actual Report.

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: \$8,750

Refuse

- 2019 Current Refuse collected YTD: \$62,505
- Delinquent Refuse collected YTD: \$3,405
 - 1st round of legals filed; 2nd round of delinquent notices mailed out.

Tax Collection

- 2019 Current Taxes collected YTD: \$32,206
- Prior Year & Delinquent Taxes collected YTD: \$28,447

Misc.

- I was cross-trained on how to do payroll this month. We are all going to be doing more cross-training this year.
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Board & Commissions

Civil Service Commission

- 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 occurred on 2/22.
 - Eligibility List scheduled for certification on 3/7.

Planning Commission

- Prepared and attended the Planning Commission Meeting on 2/25.

Zoning Hearing Board

- Attended the Zoning Hearing for 326 Hays on 2/12.
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Code Enforcement / Ordinance / Zoning

See **attached** Report.

Property Stabilization Committee

Community & Economic Development

Advertising/Marketing

Newsletter

- I have been working on a Borough Newsletter that will be mailed to residents on a quarterly basis and will also be available in the businesses district.
- The design has been completed and I am currently working on creating the content which will include legislative updates, meetings and events, volunteer opportunities, business corner, etc.

Website/Social Media

- Performed monthly updates to the Borough Website.
- Continued to post regularly on Facebook and Instagram.

Events

- Upcoming Events –
 - Pancake Breakfast & Easter Egg Walk – Sat. 4/13, 10-12
 - Meet Mt. Oliver (VIP Event for Real Estate Agents & Investors) – Wed. 4/24, 12-2

Organizations

Brashear Association

- Attended various committee meetings (RE: Succession Planning, Strategic Planning).
- Attended the bi-monthly Board Meeting.

Business Owners Association

- Attended the monthly Board Meeting.

EDS

- Attended various committee meetings (RE: Succession Planning, Finance)
- Attended the monthly Board Meeting.

TBSPgh (a subsidiary of EDS)

- Attended various committee meetings (RE: Operations, Finance, Succession Planning).
- Attended the Advisory Committee Meeting on 1/3.

HEDC

- Prepared monthly financial reports.
- Applications are still being accepted for the Façade Improvement Program.

Real Estate

102/104 Brownsville

- I attended a meeting with the developer to discuss next steps. He is still interested in acquiring 102 Brownsville and is currently working with HEDC to develop his building concept.

221 Brownsville

- The owner is in the process of cleaning the building out by selling many of the items the previous owner accumulated over time. The showroom is open to the public Sunday afternoons, as well as some weekdays by chance until everything is gone.

313 Brownsville

- There is a sales agreement in place to purchase this abandoned commercial property. I will be reaching out to the buyer in the coming weeks to discuss his plans and how we can help.

621 Brownsville

- I am continuing conversations with EDS and the Birmingham Foundation about the reuse of this site.

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.
- The contractor has not yet mobilized.

107 Penn

- I had the opportunity to tour the building with the property owner. He has done a tremendous amount of work and is aiming for a launch event by summer.
 - I am also working with the him on façade renovations.
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Engineering

- Attended a conference call with Gateway to discuss next steps to securing and repairing the Borough Building Parapet Wall.
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Legal

- Communications with Solicitor
RE: Personnel, Real Estate, and Resolutions & Ordinances, Right to Know
 - Communications with Labor Counsel
RE: Personnel
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Parks & Recreation

Nothing new to report.

Professional Development

- I was invited by Gateway to participate in a panel related to utility work and coordination at ALOM's Spring Conference on 4/5. We are working on the presentation and discussion.
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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