



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

March 1, 2019 – March 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 and SALDO have been completed.
- A Public Hearing was held on 3/25 where the Planning Commission received public comments. The Planning Commission has recommended approval to Borough Council and has sent a copy to Allegheny County for their review.
- The Consultant Team will review with Borough Council before the final Public Hearing which is scheduled for 5/20.

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

- I several meetings with HHSDR this month which resulted in a final draft of the Facilities Study.
- The Consultant Team will review and solicit feedback from Borough Council in the coming months.

Pavement Maintenance Program

2018-2019 Utility Projects

Nothing new to report.

Brownsville Road Streetscape

Streetscape Phase II (300-500 Blocks)

- We were awarded the Multi-Modal Grant in the amount of \$250,000 to upgrade sidewalks in the 300-500 blocks of Brownsville Road.
 - The project timeline includes design in 2019 and construction in 2020. Gateway is looking into whether the construction phase can be moved up to 2019 if Council should elect to do so.
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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.
 - Construction is currently underway and is expected to be completed by the end of spring.
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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 final audit report has been completed.
- The Auditors will be reviewing the report with Borough Council at April's Meeting.

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: \$9,375

Refuse

- 2019 Current Refuse collected YTD: \$96,220
- Delinquent Refuse collected YTD: \$6,650
 - 1st round of legals filed; 2nd round of delinquent notices mailed out.

Tax Collection

- 2019 Current Taxes collected YTD: \$192,100
- Prior Year & Delinquent Taxes collected YTD: \$29,812

Misc.

Board & Commissions

Civil Service Commission

- Prepared for and attended the Civil Service Commission Meeting on 3/7 to certify the eligibility list for full-time.

Planning Commission

- Prepared and attended the Planning Commission Meeting on 3/25.

Zoning Hearing Board

- Coordinated with the Zoning Hearing Board and Attorney to issue the decision letter for the 326 Hays Zoning Hearing that occurred on 2/12.
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Code Enforcement / Ordinance / Zoning

See **attached** Report.

Property Stabilization Committee

- The Property Stabilization Committee held their first meeting of the year on 3/28.
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Community & Economic Development

Advertising/Marketing

Newsletter

- The Spring 2019 edition of the Newsletter has been completed. Residents should receive their copy in the mail by the second week in April.

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).

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).

HEDC

- Prepared monthly financial reports.
- Attended the bi-monthly Board Meeting on 3/19.
- Applications are still being accepted for the Façade Improvement Program.

Real Estate

102/104 Brownsville

- We are moving forward on the transfer of 102 Brownsville. The developer is continuing to work with HEDC to develop his building concept.

221 Brownsville

- The owner remains in the process of cleaning the building.
- Exterior renovations have begun to stabilize the façade.

313 Brownsville

- There is a sales agreement in place to purchase this abandoned commercial property.

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

- Renovations continue to progress at this site.

Engineering

- Attended a Staff Meeting with Gateway on 3/12.
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Legal

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

- Applications for Community Garden were mailed out at the beginning of the month.
 - Attended a meeting with Mission Continues to plan the Earth Day Clean-Up Event at the Community Garden.
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Professional Development

- Attended several conference calls related to the panel I am on for ALOM's Spring Conference.
 - Attended the Annual PELRAS Conference from 3/20 to 3/22 on Labor and Employment Law.
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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

(Closed Out)

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
- The contract was advertised on 3/22 and 3/29. Bids are expected to be opened on 4/10.

Excavation Repairs

- 2019 Proposed: \$60,350
- The contract is to be advertised on 4/5 and 4/12. Bids are expected to be opened on 4/23.

Pipe Lining

Spot Lining

- 2019 Proposed: \$10,100
- The contract is to be advertised on 4/5 and 4/12. Bids are expected to be opened on 4/23.

Manhole-to-Manhole Lining

- 2019 Proposed: \$27,000
- The contract is to be advertised on 4/5 and 4/12. Bids are expected to be opened on 4/23.

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