



BOROUGH OF MT. OLIVER

(INCORPORATED NOVEMBER 9, 1892)

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www.MtOliver.com

Manager's Report

April 1, 2019 – April 30, 2019

I. SPECIAL PROJECTS

Early Intervention Program Phase I

Completed closeout report for the EIP Phase I grant.

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.
- Allegheny County responded with their comments which were then forwarded to the Consultant Team for consideration.
- The Consultant Team is scheduled to review both ordinances with Borough Council on 5/13.
- The final Public Hearing is scheduled for 5/20 with adoption anticipated for 6/17.

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

- The final draft of the Facilities Study has been completed.
 - The Consultant Team is scheduled to will review with Borough Council on 6/10.
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Pavement Maintenance Program

2018-2019 Utility Projects

- Attended a meeting with Columbia Gas to review the restoration schedule for 2018 Utility Projects. They anticipate beginning the trench and sidewalk work late-May with final completion, including mill and overlay, anticipated by mid-June.
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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. Construction is anticipated for 2020.
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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.

Budget

- Reviewed monthly Budget to Actual Report.
- Prepared Q1 Detailed Budget 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: \$11,375

Refuse

- 2019 Current Refuse collected YTD: \$108,664
- Delinquent Refuse collected YTD: \$10,730
 - 1st round of legals filed; 2nd round of delinquent notices mailed out.

Tax Collection

- 2019 Current Taxes collected YTD: \$390,591
- Prior Year & Delinquent Taxes collected YTD: \$51,838
- Attended various Tax Appeal Hearings.

Misc.

- Implemented guideline for cash receipts and deposits based on recommendations from the audit.
 - Developing guidelines for new hires and onboarding.
-

Board & Commissions

Civil Service Commission

- Prepared for and attended a meeting with the Civil Service Commission regarding the disqualification of applicants.

Planning Commission

- Planning Commission Meeting for 4/22 was canceled.

Zoning Hearing Board

- Received an application for a home-based business at 609 Hays. I am working with the Zoning Hearing Board to schedule hearing date.
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Code Enforcement / Ordinance / Zoning

See **attached** Report.

Property Stabilization Committee

- The Property Stabilization Committee cleaned up a vacant lot at Ottillia & Overhill.
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Community & Economic Development

Advertising/Marketing

Newsletter

- The Spring 2019 edition of the Newsletter was mailed out and also published online.

Website/Social Media

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

Events

- Attended the Pancake Breakfast & Easter Egg Walk on 4/13.
- Attended the Meet Mt. Oliver Event on 4/24.
- Upcoming Events –
 - “Block Party on Brownsville” – Sat. 7/20, Time TBD

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.
- 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 are in progress to stabilize the façade.

313 Brownsville

- This abandoned commercial property was purchased by an investor in April.

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 and construction is currently in progress.

107 Penn

- Renovations continue to progress at this site.
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Engineering

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 in March.
 - Attended an Earth Day Clean-Up Event sponsored by Mission Continues at the Community Garden.
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Professional Development

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
- A pre-construction meeting was held on 4/30.

2019 Projects

CCTV

- 2019 Proposed: \$25,250
- The contract was advertised on 3/22 and 3/29. Bids were opened on 4/10.
- The low bidder for the contract was State Pipe Services with a Borough share of \$30,856.

Excavation Repairs

- 2019 Proposed: \$60,350
- The contract is to be advertised on 4/5 and 4/12. Bids were opened on 4/23.
- The low bidder for the contract was State Pipe Services with a Borough share of \$81,675.

Pipe Lining

Spot Lining

- 2019 Proposed: \$10,100
- The contract is to be advertised on 4/5 and 4/12. Bids were opened on 4/23.
- The low bidder for the contract was State Pipe Services with a Borough share of \$17,440.

Manhole-to-Manhole Lining

- 2019 Proposed: \$27,000
- The contract is to be advertised on 4/5 and 4/12. Bids were opened on 4/23.
- The low bidder for the contract was Jet Jack with a Borough share of \$25,175.

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