



## **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**

*January 1, 2021 – January 31, 2021*

#### **Administration & Finance**

- Routine data entry and reporting.
  - Communications with Council, Engineer, and Solicitor.
  - Reviewed and responded to emails, phone calls, and service requests.
  - Reviewed budget, payroll, and other routine financial reports.
  - Prepared and mailed out 2021 Business Privilege Tax; Received 2020 Delinquent Refuse turnover from Keystone Collections; In progress of mailing out notices and setting up payment plans for 2020 Delinquent Refuse.
  - Monitored collection activities related to Business Privilege, Real Estate Tax, and Refuse billing.
  - Prepared for and attended Council Regular Meeting.
  - Completed monthly updates to Borough Website and weekly maintenance of social media accounts.
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#### **Board & Commissions**

Civil Service Commission

Planning Commission

Zoning Hearing Board

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#### **Code Enforcement**

See **Code Enforcement Report**.

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#### **Community & Economic Development**

- Attended committee meetings of the Brashear Association; Attended a walkthrough of the new building under construction at 320 Brownsville Road.
  - Attended the Board Meeting and committee meetings of the HEDC; Attended the Quarterly SPP Advisory Meeting with HEDC Subcontractors and Corporate Sponsors.
  - Submitted a joint application between the HEDC and the Hilltop Alliance for membership in the Allegheny Conference Strengthening Communities Partnership Program.
  - Provided a Letter of Support for the Hilltop Alliance for their grant proposal to the Hillman Foundation for additional staff support for the Mt. Oliver Business District.
  - Attended meetings with commercial and residential real estate investors.
  - Working with Trailblaze Creative to develop a marketing piece for Mt. Oliver Borough.
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## **Misc.**

- Attended a walk-through the Borough Building with Worker's Comp. Insurance carrier's Loss Prevention 3<sup>rd</sup> party.
  - Attended the Organizational Meeting of the newly incorporated Western Association of Pennsylvania Municipal Managers (WAPMM).
  - Attended a meeting with representatives from the City of New Castle to demo Mt. Oliver's property management software and share code enforcement strategies
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## **Projects & Grants**

### Allegheny Together Program

- Attended a conference call with the Allegheny Together Team to provide feedback and edits to the draft Strategic Plan; The Business District Advisory Committee is scheduled to reconvene on 2/9 to review the plan as a group.

### Borough Building Parapet Wall & Façade Restoration

- The low-bidder for this project is Arch Masonry in the amount of \$51,536.00
- Attended a pre-construction meeting on 11/10.
- Work began on 12/13 and is expected to last approximately two months; As of 1/31 the contractor is nearing the point of substantial completion. Outstanding items include installation of the lower sign and potentially some additional pointing. A final inspection must also be performed to close out the building permit.

### Brownsville Road Streetscape Phase III (300-500 Blocks)

*(closed out)*

### Brownsville Road Decorative Light Pole Painting

- This project was removed from the Brownsville Road Streetscape scope and rebid separately. Bids were opened on 7/15. The low bidder was Lisanti Painting in the amount of \$74,000.00.
- Attended a pre-construction meeting on 8/13 and work began on 8/17; All work has been completed with the exception of several punchlist items that will be completed in the spring.

### CD Year 46 –ADA Ramps

- Gateway submitted the full application to complete ADA Ramp upgrades on Ormsby, Penn, and St. Joseph; An initial notice of award was received in the amount of \$20,000; SHACOG then increased the allocation, for a new award of \$42,158.
- The low bidder for the project was Excalibur Construction in the amount of \$27,837.50; Gateway will work with SHACOG to add additional work in order to utilize the full grant award.

### CD Year 47 –ADA Ramps

- Gateway submitted a pre-application to complete ADA Ramp upgrades on St. Joseph, Church, and Anthony; We received notice that the pre-application was approved; The full application was submitted on 11/6.

### 2020 Paving Program

- The 2020 Paving Program consists of resurfacing Charles, Goldbach, Middle, and John streets, as well as the Middle Way and Walnut Street, and Borough Building parking lots.
- The low bidder for the project was A. Folino Construction in the amount of \$198,426.53.
- All work has been substantially completed with the exception of several punchlist items that will be completed in the spring.

## 2021 Utility Projects

### *Columbia Gas - Locust, Stamm, Sherman, et al.*

- The Street Opening Permit has been pulled and the project is anticipated to commence in Q2.
- A pre-construction meeting was scheduled for 2/1, but had to be postponed due to the snow storm.

### *Pennsylvania American Water Company (PAWC) – Ormsby*

- PAWC has committed to replacing their main line on Ormsby. Gateway has begun taking field measurements and we are working to set up a meeting with PAWC to review the schedule and timeline.

## Sanitary & Storm Sewer

- 2020 O&M Projects were bid through SHACOG and consist of:
  - CCTV – The low bidder was Robinson Pipe in the amount of \$19,645. A pre-construction meeting was held on 10/27. All work has been substantially completed and Gateway has prepared a punchlist to close out the contract.
  - Excavation Repairs (*closed out*)
  - Spot Lining (*closed out*)
  - MH-MH Lining – The low bidder was Jet Jack in the amount of \$19,570. A pre-construction meeting was held on 10/27. All work has been substantially completed. Once final CCTV data is received, Gateway will prepare a punchlist to close out the contract.
- 2021 O&M Projects
  - Gateway is reviewing prior year CCTV data to prepare recommendations for the Borough to be considered for the 2021 O&M.

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## **Public Works**

See **Public Works Report**.

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