



## **BOROUGH OF MT. OLIVER**

*(INCORPORATED NOVEMBER 9, 1892)*

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www.MtOliver.com

### **Manager's Report**

*January 1, 2024 – January 31, 2024*

#### **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.
  - Oversee monthly sewage and refuse billing activities.
  - Monitor collection activities related to Business Privilege, Delinquent Real Estate Tax, and Delinquent Sewage & Refuse collections.
  - Prepared for and attended weekly Staff Meeting with Borough staff.
  - Prepared for and attended monthly Staff Meeting with Engineers.
  - Prepared for and attended the Re-Organization Meeting.
  - Prepared for the Council Regular Meeting; The meeting was canceled due to lack of a quorum.
  - Prepared end-of-year financial reports; Set-up and trained on new accounting system.
  - Submitted beginning of the year forms and surveys; Mailed out renewal applications and forms for the ambulance service, business privilege tax, mechanical device tax, and rental registrations.
  - Continued activities for the web refresh project.
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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**

- Prepared for and attended the Board Meeting and committee meetings of the Brashear Association.
- Prepared for and attended committee meetings of the Hilltop Alliance.
- Prepared for and attended the Board Meeting and committee meetings of the HEDC.
- Attended the Commercial Property Owner Networking Event.
- Attended bi-weekly meetings with Director of Economic Development.
- Attended meetings with commercial and residential real estate investors.

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## Misc.

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### Projects & Grants

#### LSA Grant Application

- The Borough submitted an LSA grant application in the amount of \$423,934 for paving Borough, Brandon, and Hamel Way, along with the reconstruction of the 100-block of Stamm.

#### Transverse Park Master Plan

- Mt. Oliver was awarded \$25,000 from the PA Department of Conservation & Natural Resources (DCNR) for the development of a Master Site Plan for Transverse Park.
- Attended a kick-off meeting with DCNR on 12/6 regarding contract administration and procurement requirements; Submitted the final Scope of Work and RFP to DCNR for review and approval.
- The final Scope of Work and RFP have been approved; This is scheduled to be advertised on 11/15 with proposals due by 12/15.
- One proposal was received by Pashek + MTR. This planning firm specializes in parks and recreation as well landscape architecture. They have completed a number of comparable projects in the City of Pittsburgh and surrounding Boroughs and Townships. The schedule and timeline as well as the public outreach strategy is consistent with the Borough's project goals. For these reasons, I recommend that Council accept the proposal.

#### Utility Projects

##### *Columbia Gas - Locust, Stamm, Sherman, et al. (2021-2022)*

- All restoration work has been completed, except for the 100-block of Stamm due to a pre-existing drainage issue; This is expected to be completed in 2024.

##### *Pennsylvania American Water Company (PAWC) – Quincy, Onyx, Fulton (2024)*

- PAWC is planning to replace their main lines on Quincy, Onyx, and Fulton in 2024. The Borough is coordinating a meeting to review the project and timeline.

#### Sanitary & Storm Sewer

##### *O&M Projects*

- A meeting is scheduled for February to discuss the 2024 O&M projects.

##### *Stamm Ave Drainage Project*

- Attended a meeting with PWSA on 4/5 to ask review potential project and to request permission to tap into PWSA's system for underdrain; Gateway has prepared a proposal to submit to PWSA for review and approval; A plan review meeting occurred with PWSA on 5/18 and the Borough was requested to submit a sample of the flow; We are still awaiting a determination from PWSA, but it is likely that they will require a stormwater project to offset the additional flow.
- The Borough is submitting and application to the LSA Grant Program for the reconstruction of the 100-block of Stamm which should permanently resolve the drainage issue.

##### *Phase II Consent Order*

- Gateway continues to monitor flow monitoring data and to identify potential qualifying projects for I&I reduction.

*ALCOSAN Regionalization*

- The Borough has requested from ALCOSAN a copy of the Regionalization Transfer Agreement, as well as the proposed segments subject to regionalization in order to evaluate and make a recommendation to Council.
  - After reviewing the documentation it is recommended that Council adopt the Regionalization Transfer Agreement.
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**Public Works**

- A confirmed mine subsidence event occurred at Transverse Park near the pavilion. The site was secured immediately. I, along with the Public Works Supervisor, Chief of Police, and Gateway Engineers met with the DEP onsite on 1/26. The subsidence event occurred overtop of an entrance to the mine so it is believed that the afflicted area is contained. The DEP has since filled the void with over 120 tons of stone at no cost to the Borough. However, the Borough will be responsible for the surface restoration.

See **Public Works Report**.