



2021 Municipal Intern Program  
Project Descriptions

**Township of Hampton**

Amanda Gold-Lukas, Director of Community Development  
3101 McCully Rd  
Allison Park, Pennsylvania 15101

**Comprehensive Planning Implementation**

The Township of Hampton is in the final stages of adopting a new Comprehensive Plan, which will be adopted by May of this year. The new plan will include recommendations for updates to zoning and land development ordinances, changes to the Township's website, the production of updated mapping in conjunction with our GIS Administrator, and the creation of online versions of our pre-existing permit and land development applications.

The Intern's duties will include:

- Performing an assessment of current Township operations as they relate to the subjects in the new comprehensive plan.
- Completing recommended updates to implement the goals in the new plan, with supervision and direction from the Land Use Administrator.

The Intern will report to the Director of Community Development/Land Use Administrator, and will interact with the Permit Clerk, Code Enforcement Officers, local real estate agents, developers, and various Township advisory boards.



2021 Municipal Intern Program  
Project Descriptions

**Allegheny County Department of Parks**

Melissa Swedish, Deputy Director of Parks  
542 Forbes Avenue, County Office Building #211  
Pittsburgh, Pennsylvania 15219

**MS4 Stormwater Data Collection and Recommendations Coordinator**

This project will identify and prioritize improvements and develop documentation for Parks Maintenance staff to consistently operate to a set of standards. The instructions in the manual would ensure that inspection data, as well as repairs, improvements, and cleaning, are properly documented.

The Intern's duties will include:

- Inspecting all outfalls within the 9 County parks, adjusting GIS maps as necessary, and creating work logs for all maintenance items.
- Inspecting all catch basins within the 9 County parks, adjusting GIS maps as necessary, and creating work logs for all maintenance items.
- Utilizing inspection reports and general knowledge to determine top priority repairs needed (safety concerns, property damage concerns, etc.) for each park.
- Generating a list of repairs and improvements needed based on their difficulty/cost level.
- Working with the County's safety team, if needed, on solutions to resolve safety issues. (When applicable, we want to keep the historic characteristics of the park as much as possible.)
- Working with the Landscape Architect if modifications can be made to the area to reduce stormwater into problem areas.
- Training Maintenance staff on how to correct problems and how to record the repairs/improvements made.
- Creating a manual with guidelines on how to consistently inspect all outfalls and catch basins each year and input the data into ArcGIS. (Include in the manual instructions on how to update each item with repairs/improvements and cleaning records.)

A presentation will be given to the Parks Administration at the conclusion of the project, which will summarize findings and discussing the priority and difficulty lists that were developed. The Intern will be performing the duties listed above in close coordination with Maintenance Supervisors, Engineers contracted to assist the County with MS4, and the County's GIS team.



2021 Municipal Intern Program  
Project Descriptions

**Town of McCandless**

Trisha Greathouse, Assistant Manager/Finance  
9955 Grubbs Road  
Wexford, Pennsylvania 15090

**Solid Ground: Updating our HR and finance programs for the future**

The Intern will be provided a wide range of opportunities to experience the work/responsibilities of the Town's departments, including the preparation, review and initial steps to select a vendor for new enterprise software for finance, building, HR, public works, and parks.

The Intern's duties will include:

- For human resources: working with staff to prepare an update to the personnel policies/procedures manual and investigate health care benefit alternatives.
- For the finance department: working on conversion to a new banking institution, creating a purchasing manual, and drafting financial policy updates and purchasing card policy.
- For the planning and development administrator: preparing and reviewing a "Request for Proposals" to hire a consultant for an updated zoning ordinance for the Town.



2021 Municipal Intern Program  
Project Descriptions

**Borough of Swissvale**

Katherine Malsch, Borough Manager  
7560 Roslyn St.  
Pittsburgh, Pennsylvania 15218

**Community Outreach and Public Education Coordinator**

The Borough of Swissvale's project will involve developing and coordinating communication efforts through the Borough's website, newsletter, and Facebook account to ensure better access to information for residents and small businessowners.

The Intern's duties will include:

- Organizing community clean ups.
- Working with Council's Diversity, Equity, and Inclusion Committee to provide educational resources.
- Providing information on small business trash collection services.
- Networking and providing education to Swissvale businesses on municipal commercial garbage collection to increase the services provided by the Borough and to help offset the cost of internal waste management for our residents.
- Creating and implementing a Community Litter Control Program to help increase our neighborhood curb appeal.
- Establishing outreach, communication, and education on Diversity, Equity, and Inclusion for our residents through our website, social media, and printed materials.

The Intern will enhance community outreach, public education, and neighborhood involvement and work closely with the Council, the Borough Manager, Department Directors, the Mayor, and various Community Groups.



2021 Municipal Intern Program  
Project Descriptions

**Bethel Park**

Drew Dowdell, Director of Special Projects  
5100 West Library Avenue  
Bethel Park, Pennsylvania 15102

**Document Management and Document Management Systems**

To better serve its community, the Municipality of Bethel Park is seeking to modernize its services. As part of this initiative, the Municipality is looking to migrate to electronic document retention. This will allow for more ease in locating files, compliance with Pennsylvania archiving/destruction policies, and will disencumber municipal operations, allowing Bethel Park to establish a new standard for its sustainability and service provision.

The Intern's duties will include:

- Creating correspondence and presentations for the Council regarding the adoption of the state document management policy.
- Participating in solicitation for a vendor, bidding process, selecting of document management software, and engaging archiving services.
- Developing electronic document retention templates in Sharepoint/DMS for organization-wide use based on the schedule set by the State.
- Training end users on the proper use of the DMS.
- Working with the archiving service to coordinate the scanning and cataloging of paper documents.
- Assisting in crafting policy documents for use in destruction and notification to Council on an ongoing basis.
- Coordinating document destruction or off-site archiving as policy dictates.

The Intern's work will require interactions with the administrative side as well as the legislative side, providing a first-hand holistic understanding of its municipal operations. Bethel Park desires to assist in facilitating the growth and education of the next generation of public servants, along with providing the Intern an opportunity to play an essential part in the growth of the Municipality. The professional and friendly atmosphere of the Municipality, the broad scope of the project, its potential for many learning opportunities, and the ability for the Intern to create a significant and lasting impact, all make the Document Management System (DMS) project a greatly beneficial opportunity for the Intern.



2021 Municipal Intern Program  
Project Descriptions

**Ross Township**

Ron Borczyk, Township Manager  
1000 Ross Municipal Drive  
Pittsburgh, Pennsylvania 15237

**Virtual Media Coordinator**

Ross Township has recently made major upgrades to their public meeting room to support a move to virtual meetings.

The Intern's duties will include:

- Assisting the Assistant Township Manager with the maximization of room output, including the ability to livestream any public meeting, regardless of restrictions in place for public attendance in the venue.
- Developing materials and protocols to maximize the use of the newly upgraded multi-media room hosting system.
- Creating a standard process for live public meetings and preparing a training manual for Municipal staff.
- Working closely with Management to ensure that training for personnel is completed in an effective fashion and operational capacities formalized in the form of an operations manual.

This project exposes the Intern to a fast-paced project in an elite community (ranked 48th best places to live in U.S. by Money.com).



2021 Municipal Intern Program  
Project Descriptions

**Borough of Forest Hills**

Steven Morus, Borough Manager  
4400 Greensburg Pike  
Pittsburgh Pennsylvania 15221

**Comprehensive Plan for Internal and External Communications for the Borough of Forest Hills**

The Borough of Forest Hills' marketing and communications plan will improve engagement with our citizens and the wider community beyond Forest Hills, to include citizens in the decision-making process, solicit input, and encourage service on boards and commissions that actively advise Management and the Borough Council on policy decisions. However, many of our residents are older and have challenges with electronic media, resulting in limited opportunities for resident feedback and for the Borough to reach out to residents efficiently.

The Intern's duties will include:

- Analyzing the communication preferences of Forest Hills residents, whether they are face-to-face, print, audio, video, website, e-mail, or other social media and digital resources.
- Preparing a communication needs profile.
- Identifying appropriate communication techniques and options appropriate to meet the needs, legal issues surrounding privacy protection, and liability that may be related to media and communications.
- Developing a plan for implementation, including a measure for tracking cost and effectiveness over time.

The principal objective of this project is to establish a comprehensive communications plan for the Borough of Forest Hills. The Intern will report to the Borough Manager and work with the Communications Task Force under the direction of the Borough Council Operations and Policy Committee.



2021 Municipal Intern Program  
Project Descriptions

**Brentwood Borough**

George Zboyovsky, Borough Manager  
3735 Brownsville Road  
Pittsburgh, Pennsylvania 15227

**Municipal Data Management and Community Outreach**

Brentwood Borough operations moved into its new state of the art Borough Building in January of 2021 and is seeking an Intern to both modernize the methods by which records are stored and to improve electronic citizen access to information, as well as promote citizen/community engagement through online surveys.

The Intern's duties will include:

- Following record retention requirements and becoming conversant in the Right-to-Know Law.
- Working with the Borough's information technology consultant to efficiently archive older high-value documents in an off-site location.
- Applying ESRI mapping software to graphically store additional building, code enforcement, and infrastructural data.
- Refreshing the municipal website to improve access by residents of important data and relevant community news.

This project will establish a uniform electronic filing protocol and the development of policy to improve efficiency in locating documentation.





2021 Municipal Intern Program  
Project Descriptions

**Town of Greenville**

Jasson Urey, Town Manager  
125 Main Street  
Greenville, Pennsylvania 16125

**Home Rule Administrative Manual**

Greenville's Home Rule Charter, adopted by the local electorate in November 2019, established the framework or structure for the town's government. The Administrative Manual, as the third element, is a collection or compilation of the Town's operating policies and procedures that guide the day-to-day administration and provision of local services.

The Intern's duties will include:

- Working with the Town Manager to gather the existing policies and procedures adopted by the legislative body associated with the functions and services of the Town's various departments, boards, and commissions.
- Assisting in the review of the policies and procedures to determine whether revisions are necessary per current law or practice.
- Assembling the policies and procedures into a document that is easily accessible by the Town's elected and appointed officials, personnel, and the public.
- Reviewing other home rule municipality Administrative Manuals to help identify policies and procedures others have adopted that may be useful/beneficial additions by the Town.

The Administrative Manual is the third of three documents that form the foundation for government in a home rule community. The project allows the Intern to see first-hand how local government is developed.



2021 Municipal Intern Program  
Project Descriptions

**Braddock Borough**

Deborah Brown, Manager  
415 Sixth Street  
Braddock, Pennsylvania 15104

**Rental Registration Program/ Friends of the Civic Plaza**

Braddock Borough is working to reduce the presence of deteriorated and abandoned properties. The Intern will support the Rental Registration Program, which is a vital next step in this effort.

The Intern's duties will include:

- Developing marketing materials such as brochures and flyers.
- Conducting training via Zoom meetings.
- Working with Braddock Borough on their transportation plan and revitalization of the waterfront.
- Establishing a database of members and researching funding opportunities.
- Developing summer and musical programs for use in Civic Plaza in accordance with COVID-19 protocols.

This opportunity will provide engagement with other community organizations including Braddock Arts and Music studio, Hillman Healthy Allegheny Challenge, and the Friends of the Civic Plaza. Working closely with the Borough Manager, the Intern will work with Borough Council and local landlords to promote the benefits of this program.



2021 Municipal Intern Program  
Project Descriptions

**Steel Rivers Council of Governments**

An Lewis, Executive Director  
1705 Maple Street, Suite 100  
Homestead, Pennsylvania 15120

**GIS Support - Community Profiles and Property Evaluations**

Steel Rivers Council of Governments (SRCOG) has a Geographic Information System and associated databases that supports the work of the Tri-COG Land Bank, 29 members, as well as the 39 members of the SRCOG and the Turtle Creek Valley Council of Governments. These communities are struggling with an overabundance of vacant, blighted, and abandoned properties, and have joined together to develop programs to address these challenging issues.

The Intern's duties will include:

- Managing a variety of GIS data sets.
- Working in a team environment to decide how to best share and present the data.
- Supporting the management of the property inventory of the Tri-COG Land Bank.
- Evaluating the Tri-COG land bank properties.

Much of the recent work of the COGS and Land Bank has addressed blight mitigation, land banking, and community revitalization, and this project will provide the Intern with the opportunity to influence data-driven decisions in those areas. Moreover, this project will produce an outcome that will allow these communities to use data to leverage investment and change.



2021 Municipal Intern Program  
Project Descriptions

**City of Duquesne**

Kelly Robertson, City Manager  
12 South Second Street  
Duquesne Pennsylvania 15110

**Community Outreach and Social Media**

Currently, the City of Duquesne lacks a comprehensive policy regarding its use of Social Media and is woefully inadequate at distributing information and promoting events. The Intern will be responsible for establishing and implementing the City's Community Outreach and Social Media Relations Program.

The Intern's duties will include:

- Developing a Social Media Policy.
- Coordinating the update of the City's website, Twitter, and Facebook accounts to ensure better access of information to residents.
- Assisting in coordinating community outreach efforts to support the City's investment in the social capital of its neighborhoods, including interacting with community and neighborhood organizations and fielding questions and concerns.
- Working with the City's consultant to update its Code of Ordinances, which has not been done since 1997. (The Code of Ordinances is an important aspect of community outreach because it articulates the framework of laws that enables everyone in the City to live and work safely, productively, and with mutual respect.)

The Intern will coordinate with City Council, the City Manager, Department Directors, and Community Groups to identify and implement key communication messages.



2021 Municipal Intern Program  
Project Descriptions

**City of Johnstown**

Robert Ritter, Finance Director  
401 Main Street  
Johnstown Pennsylvania 15901

**Enterprise System Implementation Project**

The City of Johnstown, an Act 47 community, recently updated its Capital Budget to allocate funding to purchase new enterprise software for improving the City's financial operations, land management, payroll practices, and other functions. Johnstown currently uses an enterprise system; however, the City's operations have grown in sophistication, and that system no longer meets the City's needs.

The Intern's duties will include:

- Helping staff conduct an Operational Analysis of the City's current system, under supervision from the City's Finance Director, by detailing areas where the system lacks in certain functionalities and areas where a new system could improve upon efficiencies.
- Helping staff to identify objectives the new enterprise system must meet to best serve the City's operations.
- Assisting in establishing a realistic implementation timeline.
- Researching possible system solutions, creating a detailed scoring matrix to aid staff in evaluating potential solutions, and helping them to make an informed decision and selection of the final product.
- Assisting staff in customizing the new system to meet its identified operational objectives to improve City function.

This project offers an intern the exciting opportunity to fully immerse themselves into local government operations. The Intern will gain an understanding of public budgeting and project implementation, and they will witness firsthand the importance of efficient service delivery. The Intern will have the opportunity to report to City Council on the progress of the project and will participate in meetings and strategy sessions with City departments. Enterprise systems are the central command hub for all municipal processes, and through this effort, the Intern will be tasked with learning about the functions and operational needs of every City department to help staff determine the best software system to implement.



2021 Municipal Intern Program  
Project Descriptions

**Borough of Homestead**

Vanessa McCarthy-Johnson, Borough Manager  
221 E. 7th Avenue  
Homestead, Pennsylvania 15120

**Housing Strategy to Increase Home Ownership and Reduce Blight**

Homestead Borough and the Three Boroughs Group are working to establish a housing strategy to increase home ownership and reduce blight through restoration and home ownership, accompanied by sidewalk improvements and street trees.

The Intern's duties will include:

- Preparing a housing strategy to move forward in an efficient manner, with assistance from Homestead Borough and Three Boroughs Group staff.
- Utilizing Land-grid parcel software to define revitalization "hot spots" which lend themselves to low-cost acquisition, but high visibility community impact.
- Researching additional input regarding code enforcement activities, tax delinquencies, foreclosures, etc.

Previous work has been done with Carnegie-Mellon University restoring four typical pattern book houses to demonstrate methods, costs, energy efficiency, and employment for local youth. Once this year's homes are complete, they will be sold with a subsidy to neighborhood residents and the proceeds used to buy additional homes and the process repeated.



2021 Municipal Intern Program  
Project Descriptions

**City of Aliquippa**

Samuel Gill, City Administrator  
581 Franklin Avenue  
Aliquippa, Pennsylvania 15001

**Strategic Code Enforcement Administrator**

The City of Aliquippa has a commercial software system, Freedom Systems, that integrates the recordkeeping process of all the City's financial and program administrative activities. The City administration would like to perform the same functions in collecting, tracking, monitoring, and reporting, while meeting the compliances of the property inspection, occupancy and rental property regulations, policies, and procedures. However, this system has not been assessed, updated and effectively maintained in quite a few years.

The Intern's duties will include:

- Transitioning the antiquated occupancy permit and rental property manual management system into Freedom Systems integrated computerized system.
- Migrating current tax properties, then indicating and identifying whether its occupancy license is current and updated in meeting compliance codes, and identifying the property as residential, commercial, or rental.
- Assisting administrative staff in using the computer software features and most current software, computer use functions, and new computer features in administrative management (i.e. the cloud, webpage, internet content, etc.).
- Assisting in entering data of occupancy permit applicants and rental property permits.
- Shadowing various City supervisors and staff to learn the importance of effective management in role and duties.
- Physically performing "ride-alongs" with the Code Officer and appropriate city officials as they assess and observe structure.



2021 Municipal Intern Program  
Project Descriptions

**City of Washington Citywide Development Corp**

Christy Rowing, Executive Director  
273 South Main Street  
Washington, Pennsylvania 15301

**Fighting Blight Block by Block**

The City of Washington CDC is the recognized community organization (RCO) for the City of Washington. As such, it is charged with promoting the community, working to grow its economic impact, and improving the quality of life through blight inventories, awareness, and increased funding for community-based projects to work to remediate blight in its neighborhoods and downtown. The CDC undertakes two blight inventories each year to highlight the need for funding, apply for funding, and deploy the funds in a yearly timetable.

The Intern's duties will include:

- Helping to assimilate the blight inventory data that will be collected this spring.
- Helping to determine priority projects.
- Working to build an application pool for available funding.

All tasks will be in close partnership with the team at the CDC. Two staff members will work closely with the Intern to mentor and hopefully develop an interest in community development work. The project is hands on and allows for a great deal of community work. For a student considering a career in public administration, it will provide an opportunity to work closely within a public/private partnership.





2021 Municipal Intern Program  
Project Descriptions

**Union Township, Washington County**

Jessica Stiner, Municipal Engineer  
3904 Finleyville-Elrama Rd.  
Finleyville, Pennsylvania 15332

**Cataloging Municipal Infrastructure in GIS**

Union Township currently maintains several AutoCAD drawings of municipal storm water, sewers, and roads, and would like to launch a GIS cataloging and mapping program for the Township, where all the Township's infrastructure can be mapped and updated as maintenance is performed.

The Intern's duties will include:

- Collecting data amassed by the Township's engineering firm.
- Creating a database and mapping tool that can be used by the Supervisors, Administrative Staff, and Public Works departments to track and determine the best places to spend tax-payer dollars each year.

The Internship will provide training in GIS, MS4 permitting, road infrastructure, sewer infrastructure, and storm water infrastructure. The Intern will have the opportunity to work out of a municipal building, attend public meetings, give presentations to technical and nontechnical audiences, and will be able to put their GIS book knowledge into practice.



2021 Municipal Intern Program  
Project Descriptions

**Hanover Township, Washington County**

Audrey Wingard, Secretary Treasurer  
11 Municipal Drive  
Burgettstown, PA 15201

**Enhancement of Administrative Protocols and Management**

Hanover Township is seeking to increase municipal efficiencies through database enhancement.

The Intern's duties will include:

- Developing/Refining policies regarding compliance and monitoring to establish a complete filing system so that anyone can easily find a document that is required.
- Reviewing and assessing documentation from the Township Supervisors, the Planning Commission, the Finance Committee, and other historical documents.
- Becoming familiar with Right-To-Know requirements, protocols for documenting Human Resource needs, and Pension issues. This will be done while working with the Township Administrator.

This project will facilitate technological enhancements for the Township and increase efficiencies of the position of secretary/treasurer in the future.