



2023 Municipal Internship Program Project Descriptions

Avalon Borough

Leanne McLaughlin, Assistant Manager
640 California Avenue,
Pittsburgh, Pennsylvania 15202

Blighted Property and Code Enforcement Initiative Internship

This Intern Project is structured to support efforts at combating blight through proactive measures including property inventory and code enforcement.

Avalon Borough is a small community located along the Ohio River. With thriving commercial development, a blossoming business district, and community parks that have been recently improved with the help of grant money, this is truly a nice place to call home. However, vacant and abandoned properties within the municipality have a profound negative impact on the community. Blighted properties decrease surrounding property values, pose safety hazards, and reduce local tax revenue. The borough seeks the help of an intern in an effort to become more pro-active in its approach to mitigating neighborhood blight and implementing strategies to encourage development.

The Intern will work with the Borough Administrative Office and the Code Enforcement Officer (“CEO”) to develop a rating rubric to assess the level of blight and property maintenance concerns among all existing properties in the municipality. The Intern will then have an opportunity to present this rubric to Council for feedback prior to implementation. With the help of Council members, the Intern will begin to apply this rating system and enter all data into the municipality’s GIS system, TRAISR. Once the data is in TRAISR, the municipality will generate a map identifying blighted properties most in need of attention.

In addition, the Intern can then help the borough to develop strategies to promote remediation or advocate for redevelopment. They will work with Council to target properties that may be candidates for conservatorship or an Interested Purchaser sale. The Intern will also collaborate with the borough’s CEO to identify properties to target for property enforcement actions and will learn the process of pursuing court cases against non-compliant properties.

The Intern will also assist with social media programs to promote awareness of property maintenance codes. We hope to create a social media campaign to gently remind community members about the ordinances pertaining to grass and weeds, garbage, sidewalk maintenance, and street sweeping.

The Intern will help track property maintenance complaints. The Borough currently has no system in place to log complaints or the responsive action taken. The goal is to create a database of complaints to share information concerning problem properties among the Administrative Office, the Police Department, and the CEO, so these departments can have a uniform response to complaints.



2023 Municipal Internship Program Project Descriptions

Borough of Brentwood

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

Stormwater Fee Program Development Internship

The Borough of Brentwood is seeking the assistance of an intern with technological proficiency, strong research skills, and a penchant for detail to take a lead role in implementing a new stormwater fee program to meet changing community needs.

Aging and undersized storm sewer systems are being burdened, not only by an overall rise in precipitation, but also by a dramatic change in the number of severe weather events. As such incidents can lead to roadway ponding, flooded basements, and earth movement on slopes, it is vital that communities invest in projects that will effectively convey this water away from developed areas. Our borough is seeking to impose a stormwater fee to offset the costs of needed improvements without increasing taxes or making painful budgetary cuts.

For the opening phase of the project, the intern will review statutes and policies from peer communities to ensure that our municipality adheres to established best practices. As part of this endeavor, the intern will research fee schedules and will be asked to propose a tiered structure that will balance the need to develop a sustainable pool of funding with the desire to minimize financial impacts on residential property owners. The intern will also review credit incentive options and will work to connect these discounts to the design guidelines that are listed in the borough's stormwater management regulations. Technical writing aptitudes will be augmented through project participation, as the intern will work with the Solicitor to craft an initial draft of the required ordinance.

Accurate data is essential to the success of this program. For the second portion of the internship, the student will review parcel information to calculate the amount of impervious surface that is present at each location. For residential properties, this activity will largely consist of a careful audit of existing maps, while site visits will be necessary to consider commercial statistics. The intern will gain knowledge of core GIS functionality by populating a module that is designed to track these figures.

The closing section of the internship will allow the student to be exposed to two disparate, but equally critical functions. The individual will work with staff to review stormwater improvement needs and to estimate both quantities and costs for enhancement initiatives. This indispensable task will form a baseline that will allow our borough to develop a capital improvement plan that will be adopted with the enabling ordinance. The planned assessment of a new charge will inevitably lead to questions from residents. The intern will help to develop materials that will be used in a public education campaign. These outputs will produce significant value in terms of conveying the project goals and for demonstrating the desirability of utilizing a stormwater fee to ensure that commercial entities proportionally contribute to funding system upgrades.



2023 Municipal Internship Program Project Descriptions

Borough of Castle Shannon

Katie Stringent, Borough Manager
3310 McRoberts Road,
Castle Shannon, Pennsylvania 15234

Main Street Economic Development Internship

This Intern project provides a great opportunity for an intern to assist in the development and implementation of an economic development strategy, which includes working with different revitalization strategies, development initiatives, and marketing.

Specifically, the Borough of Castle Shannon is in search of an intern to support its revived Downtown Main Street development efforts. The Borough has recently made a significant capital investment in the downtown infrastructure through the full replacement of sidewalks, curbs, lighting, and hardscape. The completion of this project provided an upgrade to the built environment however there is work to be done in creating the appropriate business environment for our downtown businesses.

Under the direction of the Borough's Main Street Manager, the selected intern will aid in the creation of the Borough's Mainstreet Economic Development Strategy. The intern will be responsible for assisting in the development and identification of key revitalization tools such as blight/rehabilitation programming, existing state and federal funding sources, and grant opportunities. Once identified the intern will assist in developing the foundation of the programming process and the mechanisms by which the municipality can assist in funding opportunities. Opportunities should focus around the elimination of blight within the downtown area, eliminating vacancy and promoting tenancy, business development opportunities through connections with local organizations, and connections with the local commercial real estate community.

To support these initiatives, the successful intern will also aid in the creation of a downtown marketing strategy designed to increase retail efforts, attract new patrons into existing facilities, and expanding market opportunities. Through the use of both print and digital media the intern will be charged with creating compelling pieces highlighting the history of the business district, the present day improvements, and the opportunities to come. Pieces should be both business owner specific and cater to the potential patrons visiting the downtown.



2023 Municipal Internship Program Project Descriptions

Chartiers Township

Jennifer Slagle, Director of Engineering and Planning
2 Buccaneer Drive,
Houston, PA 15342

Road Condition Inventor and MS4 GIS Internship

Our planned Intern Project provides an opportunity for a motivated intern to work on a Road Condition Inventory Database and related GIS Map, in order to assist in a more fact-based Road Improvement Program selection. By creating a database and map of Chartiers Township's roads, their conditions and improvement history, we can more objectively evaluate our annual Road Paving and Maintenance Program. It will provide the municipality with a framework to build on in the future of our infrastructure improvement plans as well as our Capital Improvement Plan and Budget. This primary project will give the intern field and GIS experience in a practical manner.

In conjunction with the above primary project, the township would utilize the intern to assist with development of our MS4 plan and stormwater mapping. Stormwater and MS4 compliance is an ongoing project and would be a valuable learning experience for an intern. When the Intern is inventorying the road network, they can also work on helping to inventory our stormwater infrastructure and mapping.

An overarching goal for the intern will be to gain a better understanding of the functions of local government. To that end, we will strive to expose the intern to diverse aspects of municipal operations, encouraging him or her to attend and participate in any and all municipal meetings. We truly feel that this will enhance the experience for the student, because all of the project portions described above are merely pieces in the total functions of local government, and in many respects are all interdependent. We will make different department activities available to the intern, as time permits, in order to allow him or her to participate in a variety of local government functions. At a minimum, we will make sure that the intern meets with department heads to be introduced to all aspects of municipal operations and he or she will have the opportunity to ask questions and sample the various activities we do here at the township.



2023 Municipal Internship Program Project Descriptions

City of Clairton

Howard Bednar, City Manager
551 Ravensburg Blvd.,
Clairton, PA 15025

Community Center Development Internship

Through this Intern Project, an intern will experience and contribute to the full process of community asset and building development, seeing our community center project through its early stages and into construction.

The City of Clairton purchased the former PNC Bank building right at the intersection of the two main streets of our business district for development as a community center open to all groups and to provide an array of programs and services to our residents. Completing this project requires significant planning and the effective incorporation of feedback from the community. The municipality has received grants totaling about \$900,000 to be used to bring the building into compliance with current building codes for use as a community center.

The intern would be involved in a number of components in this development process. First, the intern would take a significant role in researching and developing a survey form that would go out to all residents to ascertain what residents want to see and what priorities the community has for the center. Second, the intern would be involved with the architect and engineer retained by the City to develop the plans and see the project through from the bidding process through construction, using a final summary of survey results to help guide priorities. Additionally, the intern would be involved in helping to develop a daily operational plan and budget for the new community center, keeping in mind community feedback and budgetary priorities.



2023 Municipal Internship Program Project Descriptions

Crafton Borough

Douglas Sample, Assistant Manager
100 Stotz Avenue,
Pittsburgh, PA 15205

Municipal Infrastructure Asset Management Internship

Within this Intern Project, the intern will have the opportunity to work directly with key mapping technologies and asset management practices through our expansion and utilization of an ArcGIS system.

Over the past two years, Crafton Borough has made significant efforts to further integrate the ArcGIS system into our processes and procedures, including integrating sewer inspection and maintenance data, street opening permits, and work order management.

To ensure our GIS system keeps evolving, we are seeking the help of an intern to utilize these latest technologies to continue to build out our GIS database to include new and historical data, associated with storm sewer lines, regulatory signage, shade tree inventory, public refuse cans and dumpster sites, pet waste stations, lights, and other pertinent asset inventories.

The intern will be working directly with the municipality's Engineer and Assistant Manager, who will outline work assignments, educate on GIS, and review work regularly. The intern will be exposed to the complex and critical need for municipal asset management while gaining experience with leading edge GIS technologies.

Moreover, the internship will provide the opportunity to work closely with municipal staff as well as the consulting engineer furthering their understanding of local government operations. Lastly, the intern will also be afforded the opportunity to explore all facets of the municipal operations and will be regularly interacting with elected officials, municipal officials, and the public.



2023 Municipal Internship Program Project Descriptions

Borough of Dormont

Benjamin Estell, Borough Manager
1444 Hillsdale Ave,
Pittsburgh, PA 15216

Accessible Property Maintenance Internship

This internship is encouraged for those who wish to explore intraorganizational DEI practices, urban planning and management, policy management, and public sector communication.

The Borough of Dormont is seeking to improve the accessibility and inclusivity of our property maintenance and enforcement practices. The condition of properties, both residential and commercial, is tied to a community's property value, its potential economic development, and the safety of those that live in or visit the community. However, proper property maintenance and its enforcement is not an organic process and has historically been rooted in exclusionary practices. The goal of this internship is to review current property maintenance codes enforced by the borough, highlight exclusionary practices to review and revise or eliminate, and produce a document to communicate property maintenance that is accessible to all. By fulfilling this project, interns will help the Borough achieve two of the 2023 goals within its 2022-2026 Strategic Plan.

This project-based initiative will be led by the interns with oversight from Borough management, encouraging interns to learn and grow in a setting similar to that which they would experience in a local municipality. This internship will host two (2) interns who will collaborate on this project.



2023 Municipal Internship Program Project Descriptions

Borough of Edgeworth

John Schwend, Borough Manager
301 Beaver Road,
Edgeworth, PA 15143

Sidewalk Repair Project Manager

This Intern project is geared toward individuals interested in working firsthand through all aspects of local government project management from start to finish!

As a charming community with active residents and visitors, walkable and safe sidewalks are an essential component of Edgeworth! To ensure pedestrian safety and code compliance, the municipality completes a sidewalk inventory and repair program every two years. In previous repair cycles, over 50% of properties with a sidewalk required repair or replacement. Managing the sidewalk inventory and repair program is an extensive, hands-on project that requires problem solving, critical thinking, effective communication, diligent record keeping and database management, and experience with GIS mapping systems.

Within the sidewalk program, the intern's work will consist of analyzing specifications, surveying sidewalks throughout the municipality for damage, tripping hazards, and/or extensive wear, compiling and reporting data, completing the contractor bidding process, corresponding with residents and contractors both in writing and in person, assessing budgets, and communicating with numerous departments.

In addition to all of these objectives, the intern will work primarily with municipal administration, and supervised by the Borough Manager. They will also have the opportunity to collaborate with the Borough Arborist, Shade Tree Commission, Public Works department, hired contractors, and provide monthly reports to Council on the success of the project. GIS mapping will aid the intern in logging and tracking records of each property requiring repairs or replacement. Finally, the intern will experience day-to-day local government happenings, and be invited to participate in various meetings, employee trainings, and other projects that may arise throughout the summer.

The intern will be an integral part of a small, two-person administrative office, and experience a great deal of resident contact and communication. The outcome of the intern's work with GIS mapping to update properties needing repairs and their compliance will aid the Borough in future sidewalk repair cycles, and modernize record keeping for this and other compliance projects as a whole. This project is a great way for students interested in engineering, GIS, project management, and local government to gain valuable experience and learn firsthand how projects are completed within a local government. Overall, the intern will play an essential role as project manager and a member of our team, and ensure that all pedestrians in our community can safely enjoy their journey!



2023 Municipal Internship Program Project Descriptions

Borough of Leetsdale

Maria Napolitano, Council Vice President
373 Beaver St.,
Leetsdale, PA 15056

Community Revitalization Internship

Through this Intern Project, an intern will have the chance to take the lead on a key revitalization initiative, while learning the full breadth of functions of in the Borough of Leetsdale, consisting of approximately 1,200 residents.

Current municipal priorities highlight the need for projects combating blight, protecting green space, and engaging our aging population, however full-time staff members are too busy with routine work to lead these special projects by themselves. Thus, an Intern will perform vital work in advancing our Leetsdale Revitalization Initiative. In their work, the intern will be responsible for constructing a blight database and mapping resource with property condition assessments and a shade tree inventory and arboretum-style tree tagging system. In addition, the intern will have the opportunity to interview aging residents and collect historical photos and booklets to construct a website focused on municipal history. This work will help the Borough meet key programming goals and provide a basis for important blight remediation decisions within the community.

In the course of their work, the intern would also have the chance to observe and participate in municipal functions, shadowing the borough treasurer in their daily duties, assisting the mayor in maintaining the community Food Pantry, and supporting the recreation board's summer activities calendar. As a close-knit and safe community, we feel our municipality is an ideal site for an intern with realistic project goals and hands-on project supervision.



2023 Municipal Internship Program Project Descriptions

Local Government Academy

Joy M. Ruff, AICP, Executive Director
1501 Preble Ave., Suite 202
Pittsburgh, PA 15233

Municipal Intern Program Coordinator

This Intern Project provides an opportunity for a self-starter to coordinate and participate in projects across a range of municipalities, interacting with municipal managers and staff from throughout the region as well as serving as a mentor to interns as they explore employment opportunities within the Municipal Intern Program.

The Municipal Intern Program (MIP) is a unique workforce development initiative that increases awareness of the myriad of careers available in local government for the next generation. Each year, without fail, several of the placement sites will keep their interns working through the school year, hoping to bring them on full-time once graduated. It truly is a win-win situation for both the placement sites and students.

As the MIP Coordinator, the Intern will have the following duties:

- Overseeing interaction with the Interns and Placement Sites
- Managing and promoting the program through social media and regular virtual meetings
- Conducting site visits to meet with the Interns and Supervisors to observe the workplace, discuss project status, and increase understanding of available resources.
- Serve as a support to the Intern during the internship.
- Support successful completion of Intern and Placement Site meetings including Municipal Orientation, Intern Orientation, Intern Development sessions, and a recognition luncheon at the end of the program.
- Work closely with the Program Coordinator to develop and deliver effective administrative support to the Municipal Intern Program.
- Support the development and delivery of educational programs and training events related to the functions of local government.

Located on the Northside of Pittsburgh, Local Government Academy offers a comfortable and collaborative working environment. We provide a flexible work schedule for high-performing individuals and, while this position requires in-office presence, our organization's remote work policy ensures that our employees have the resources necessary to work remotely when appropriate or as required.

This position will expose you to the broad-range of professional employment opportunities and diversity of local governments across Southwestern Pennsylvania. The ideal candidate will be self-motivated, well-organized, and able to work independently while participating in a dynamic team environment. Must have a valid driver's license and reliable transportation and willingness to travel.



2023 Municipal Internship Program Project Descriptions

City of Meadville

Renna Wrubleski, Community Development Coordinator
894 Diamond Park,
Meadville, PA 16335

Neighborhood Housing Redevelopment Internship

Under this Intern Project, the Intern will play a key role in improving housing stock in the City of Meadville, the county seat of Crawford County and a vibrant community of 13,000 residents with the charm of a small town with the services and amenities of urban living.

While our downtown is coming back to life with new businesses, vendors' markets, and monthly and seasonal events, our neighborhoods are experiencing the effects of an aging housing stock with little private investment. Recognizing the deepening and broadening negative impacts this declining housing stock imposes on the community, Meadville City Council has prioritized developing a plan to address deficient housing and associated public infrastructure in specific neighborhoods of need and charged the Planning Commission and Redevelopment Authority to designate official redevelopment areas for this purpose.

The intern will work closely with the City's Community Development department, the Planning Commission, and the Redevelopment Authority to aid in drafting a housing redevelopment plan. With opportunities to present to City Council and appointed bodies, the intern will receive a holistic hands-on experience of local government and community planning.

Activities will include:

- Researching housing plans in comparable communities and drafting summaries for staff and Council review
- Preparing policy briefs
- Presenting information and research to appointed/elected officials
- Preparing documentation for project proposals and funding applications
- Facilitating public outreach and participation
- Developing communication tools for the larger Meadville community

Through these activities, the intern will learn and hone a mix of qualitative and quantitative analytical skills and communication techniques.

This project is a long-term undertaking for the municipality. It will shift the focus of two municipal agencies that are comprised of appointed officials but, due to persistent budget limitations, do not have dedicated staff of their own. The majority of the planning work will fall on two administration staff members instead. Having an additional person working on this project to get it off the ground will help ensure a thorough and timely completion of the plan to satisfy this Council priority for the year.



2023 Municipal Internship Program Project Descriptions

Municipality of Penn Hills

Christopher Blackwell, Planning Director
102 Duff Road,
Pittsburgh, PA 15235

Multi-Use Trail Development Internship

This Intern Project requires an energetic individual looking to make a lasting impact with the development of a multi-municipal, multi-use trail that will create health, environmental, and economic benefits.

The Municipality of Penn Hills and our neighboring communities of Verona, Oakmont, and Plum have been working together for many years to bring recreational opportunities to each of our respective communities. We now have an opportunity to move forward with a significant recreational project with the common goal to provide a Verona Oakmont Penn Hills Plum (VOPP) multi-use trail spanning 13.41 miles through multiple recreational and business areas, creating new economic opportunities. The intern selected for this project will be intimately involved researching property ownership, working alongside survey and Right-of-way investigations, engaging with residents, assisting with public meetings, conducting environmental research, and other important tasks associated with the design and engineering of a project of this scale.

The working environment in our large suburban community exposes the intern to a newly constructed Government Center with room to provide a workspace with a desk, computer and access to the lounge and gym. We believe it is the perfect atmosphere for an intern to experience general office work, public meetings and the day-to-day workload of the Municipality Planning Department, which has a three-member staff that administers the Zoning Ordinance, Subdivision and Land Development Ordinance, Storm Water Management Ordinance, HUD Community Development Program and multiple grants totaling millions of dollars each year.



2023 Municipal Internship Program Project Descriptions

Borough of Sharpsburg

Christine DeRunk, Borough Manager
1611 Main Street,
Pittsburgh, PA 15215

Capital Improvement Plan and Financial Health Assessment Implementation

The Borough of Sharpsburg is seeking a talented intern to work across municipal departments to assist in the development of a five-year capital improvement plan (CIP) for the municipality.

The Borough recently completed the Financial Health Assessment available through Local Government Academy, which was instrumental in preparing the 2023 annual budget. While it is always important for the government to provide services and make capital improvements in an efficient manner, our municipality is at a critical point in time: property taxes were raised significantly for 2023 after years of no increases for the General Fund as were sewer rates. Because of these increases, the Borough is aware that it is not possible to further raise taxes/fees without harming the health and vitality of the residents and the local businesses.

As such, the Borough's first priority for an intern is to create a five-year capital improvement plan (CIP) that will guide the municipality in effectively allocating scarce resources. A form has been created and will be circulated to department heads before the internship begins so that there is a starting point for the intern. The intern would work with the administrative, police, and public works departments to identify priorities. The final product would be a five-year plan outlining how to most efficiently and effectively meet the most pressing capital needs.

If there is time remaining after the CIP is completed, the intern would work on assisting in the development of a comprehensive budget process. This would entail creating template documents in Word and/or Excel, researching participatory budgeting processes, pulling ordinances from other communities for analysis and possible local adoption, and other associated tasks. The final product would be template worksheets, a possible ordinance, and recommendations on methods to engage the community.



2023 Municipal Internship Program Project Descriptions

Steel Rivers COG and Tri-COG Land Bank

Alan Sisco, Director of Special Projects
1705 Maple Street, Suite 100,
Homestead, PA 15120

Addressing Blight in the Mon Valley

The Steel Rivers COG (SRCOG) and its partner organization Tri-COG Land Bank collectively work in 37 municipalities in 8 school districts in the Mon Valley, Allegheny Valley, and Eastern Suburbs. We have demonstrated these communities are struggling with an overabundance of vacant, blighted and abandoned properties. However, they also have come together to develop programs to address these challenging issues.

The intern will support specific programs and the general operations of the partnering organizations, gaining a broad overview of the challenges and opportunities in this work. Assignments will cover areas such as:

- Property assessment, contracting, bidding and project management in the Reno-Lite renovation program.
- Coordinating with municipal managers on compliance and documentation for Government Grants.
- Engaging with Mon Valley communities and municipalities at summer community days and similar local events.

Our work environment is very supportive for interns. We encourage students to dive in and become a part of the team for the summer. There will be many opportunities for an intern to explore areas of interest within the scope of this work.



2023 Municipal Internship Program Project Descriptions

Turtle Creek Valley Council of Governments

Natalie Merola, Administrative Manager
2700 Monroeville Boulevard,
Monroeville, PA 15146

Community Development Specialist

The Community Development Specialist Intern will experience the wide range of programs offered by the Turtle Creek Valley COG with a focus on improving living conditions for community residents.

In particular, the Community Development Specialist Intern will evaluate best practices in property maintenance, code enforcement, and community outreach with the opportunity to work with the executive director, administrative manager, code officer and code manager to assemble policies, practical guidance as well as templates, organizational tools, and written communications.

Furthermore, the Community Development Specialist Intern will have the opportunity to assist with day to day operations of the code department, if desired, and contribute to the ongoing development of CodeNforce, our cloud based technology that creates efficiencies throughout the code enforcement process. CodeNforce is being created to assist code inspectors through the legal process of enforcement, and to provide support to less experienced inspectors. The goal is to improve living conditions, with a focus on health and safety, especially for renters. This is a wonderful opportunity to be engaged with progressive concepts in local government administration.

The Turtle Creek Valley COG values the work of all employees, and therefore provides a positive, supportive and flexible working environment. We provide our interns with opportunities to make contacts in local, county and state government.



2023 Municipal Internship Program Project Descriptions

City of Washington Citywide Development Corp

Christy Rowling, Executive Director
273 S. Main Street,
Washington, Pennsylvania 15301

Blight Inventory and Strategy Development Internship

This Intern Project is designed to address the serious and pervasive problem of blighted and abandoned properties that overwhelm municipal resources and reduce the quality of life for residents in the City of Washington.

This position will support an ongoing City of Washington Blight Inventory program that will then be used to direct municipal decision-making to remove and remediate blighted areas within the community. The importance of this position cannot be understated as this project is the final phase of a multi-year data collection effort.

Activities completed by the intern will include data analysis and engagement with community and government stakeholders, creating and analyzing a heat map depicting locations and ranking of blighted areas, and presenting this information to key stakeholders. This position will be exposed to a range of issues, including blight issues, economic development, fair housing, fair lending, grass roots organizing and advocacy.

Specific Duties include:

- Research and draft fact sheets, press releases and other materials.
- Attend and help with the logistics for meetings and events.
- Utilize Regrid (GIS) for data collection of blight with the city.
- Assist in coordination of volunteer efforts.



2023 Municipal Internship Program Project Descriptions

West Mifflin Sanitary Sewer Municipal Authority

Jessica Emerick, Director
1302 Lower Bull Run Road,
West Mifflin, Pennsylvania 15122

WMSSMA Stormwater Initiative Internship

This Intern project is designed to provide the intern with direct experience in field work, database management, and mapping systems through our stormwater management initiatives. West Mifflin's boundaries cover more than twelve miles along the river and measures around 14.35 square miles. The Sanitary Sewer Municipal Authority has just taken over Stormwater Management from the municipality and will utilize the intern with the task of updating the Authority's existing stormwater outfall database and mapping system.

An outfall, which includes pipes, swales, ditches, and other structures, is a location where storm water discharges to an onsite water of the state which includes wetlands. The Intern will monitor the stormwater outfalls to determine if any pollutants are being directed or conveyed to the Authority's stormwater management system. The intern will work alongside the Authority to update existing storm sewer and other map sets that are maintained.

Without stormwater pollution prevention programs in place, water runoff can and will over-saturate natural bodies of water with pollutants which directly harm wildlife, or which cause indirect harm to the ecosystem, and flooding. This internship is not only helping the Authority with maintaining and improving storm water management, but it will also help provide a cleaner, healthier future for generations to come.



2023 Municipal Internship Program Project Descriptions

Municipal Authority of Buffalo Township

Kristine Donaldson, Authority Manager
707 South Pike Road,
Sarver, Pennsylvania 16055

Drinking Water Compliance Coordinator

This Intern Project is focused on providing hand-on experience in drinking water asset management to help the Municipal Authority of Buffalo Township maintain compliance with drinking water regulations, including the Lead and Copper Rule and the 2021 Lead and Copper Rule Revisions (LCRR).

An early implementation requirement of the LCRR is to complete a service line inventory of each service line connected to the water distribution system, which is approximately 3,200 service lines. The Intern will have the opportunity to play a leading role in this service line inventory. In addition to assisting with the intensive workload of service line data field collection, the inventory completed by the Intern will serve as an integral part of the Authority receiving PENNVEST grant funding to replace leaded service lines.

The Intern will work under the direction of the Authority Manager. The successful candidate will gain drinking water regulatory knowledge through extensive training on the LCRR prior to investigation and field work. Throughout this process, the Drinking Water Compliance Coordinator will gain the following experiences:

- **Project Management** – After training, the Drinking Water Compliance Coordinator Intern will work with the Authority Manager to determine how to best approach the project and effectively and efficiently complete the task.
- **Time Management** – Under the direction of the Authority Manager, the Drinking Water Compliance Coordinator Intern will establish achievable goals and timeframes for completion.
- **Interpretation of Data** - The Drinking Water Compliance Coordinator Intern will investigate the history of a premise or location by utilizing distribution field maps, curb box locations, inspection reports & GIS.
- **Public Outreach & Education** – The Drinking Water Compliance Coordinator Intern will interact with the Authority's customer base to provide information and education on the LCRR. In some cases, the Drinking Water Compliance Coordinator Intern will work with the Authority's field staff to complete onsite visits to determine the service line material and provide documentation of all findings.

The Drinking Water Compliance Coordinator Intern will have the opportunity to present this project to the Municipal Authority's Board of Directors.