



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Avalon Borough

Project Contact & Location:

Leanne McLaughlin, Assistant Borough Manager
640 California Ave.
Pittsburgh, PA 15202

About Avalon Borough: Located in Allegheny County, the Borough of Avalon is a residential community with a population of 4,500. Incorporated in 1875, Avalon is situated along the Ohio River Boulevard / State Route 65 and offers convenient access to major interstates. The office is small, with a friendly and relaxed environment, where questions and new ideas are always encouraged. More broadly, Avalon is a historic community and will celebrate its 150th anniversary in 2025.

Project Title: Joint Comprehensive Plan and Zoning Updates

Project Description: Development of a Multi-Municipal Implementable Comprehensive Plan and zoning updates.

Anticipated Assignments / Key local government experiences: The intern will collaborate with the Joint Planning Commission and the Comprehensive Plan Steering Committee in developing a Multi-Municipal Implementable Comprehensive Plan. The intern will attend Joint Planning Commission meetings and all sessions of the Comprehensive Plan Steering Committee. The intern will research best practices for ordinance updates and help prepare for zoning board hearings.

Although the primary focus is on planning and zoning, the intern will gain a comprehensive understanding of local government operations. The position provides valuable exposure to various aspects of municipal work, including attending council meetings, participating in the Quaker Valley Council of Governments, collaborating with the Department of Public Works, shadowing code enforcement officers, meeting with staff from the State Representatives' office, and interacting with the public. This project provides a unique opportunity to work not only within the municipality but also with surrounding communities. The team is excited to involve the intern in all aspects of local government. The intern will attend public meetings, engage with the public at community events, participate in meetings with co-workers at the placement site, and job shadow various departments.

Placement Site attributes and benefits to the community: This project will enhance understanding of local needs and desires through community organizing and engagement. The Joint Comprehensive Plan involves Avalon, Bellevue, Ben Avon, and Ben Avon Heights and the intern will also be working with a consultant to develop the plan.

Opportunities for engagement with elected officials & community: The position provides valuable exposure to various aspects of municipal work, including attending council meetings, participating in the Quaker Valley Council of Governments, collaborating with the Department of Public Works, shadowing code enforcement officers, meeting with staff from the State Representatives' office, and interacting with the public.

Public Transportation Availability: Avalon Borough is served by PRT Routes 14 (Ohio Valley), 16 (Brighton) and 19L (Emsworth Limited). The 16 and 19L stop along California Avenue, within a block of the Borough Building.



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Borough of Ambridge

Project Contact & Location:

Mario Leone, Borough Manager
600 Eleventh Street
Ambridge, PA 15003

About Borough of Ambridge: Located in Beaver County off State Route 65, the Borough of Ambridge was incorporated in 1905 and currently has a population of 7,100 residents. Known for its "Proud Past and Bright Future", Ambridge is designated Preserve America Community. Ambridge is easily accessible, offering residents and tourists the opportunity to enjoy public events and public spaces.

Project Title: Development of Ambridge's Historic District Walking Tour Application

Project Description: This project aims to create an immersive experience with a technology-based application for Smart Phones encouraging walking, biking or driving tours to promote and increase in foot traffic, engagement, visitation, tourism and economic development for the Municipality.

Anticipated Assignments / Key local government experiences: The intern will evaluate and recommend a suitable platform, such as My Legacy or Clio for Museums, and support designing, developing, and executing a technology application to implement a Historic District Walking Tour App. The intern will consider factors like cost, ease of maintenance, and modification and make recommendations to the Borough. The intern will have access to supporting research and content drawn from previously completed studies that contributed to the creation of 17 interpretive markers and a paper-based walking map. The project is envisioned to include a walking tour that begins at one of several key locations, guiding tourists with narrated descriptions, sound effects, character voices, relevant images, and a directional map that provides in-depth history and highlights points of interest in the historic district. The tour will also direct visitors to the greater downtown area, extending beyond the boundaries of the interpretive markers and the designated historical district. Application developments may include expanding the tour to cover additional historical and tourist sites.

The rich history of the community, coupled with recent economic development, has garnered public interest and recognition. The community museum preserves seventeen restored structures and gardens, built between 1824 and 1830, which highlight the community's success in textile production, agriculture, railroads, and oil. The museum houses 16,000 original artifacts, displayed across the site's buildings, grounds, library, and archives. Supported by the community's Visitor's Center, the Museum plays a central role in preserving local history. The creation of an application will offer the public an accessible and engaging way to explore the community's rich history through the convenience of a personal device.

Placement Site attributes and benefits to the community: The Borough of Ambridge has an up-and-coming Downtown District - locals call it the "Lawrenceville" of Beaver County and the development of a smart phone app will use modern technologies to preserve and educate future generations on the history of our local region. The project will promote walkability and pedestrian access and enhance economic development through the promotion of tourism and attraction of visitors to the town.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, participate in meetings with co-workers at the placement site, attend meetings with companies conducting business with the placement site, and job shadow various departments.

Public Transportation Availability: Yes, via Pittsburgh Port Authority & Beave County Transit Authority



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Borough of Verona

Project Contact & Location:

Stefanie Woolford, Borough Manager
736 East Railroad Avenue
Verona, PA 15147

About Borough of Verona: Located in Allegheny County, along the Allegheny River, the Borough of Verona has a population of 2,492 residents. The Borough was established in 1871 and named after the Verner and Iona railroad stops. In its early years, Verona's community thrived due to its steel mills and railroad connections. Today, Verona remains a vibrant and growing community that retains its small-town charm.

Project Title: Municipal Planning Intern

Project Description: Assist with the implementation of a multi-year strategic plan, using recommendations from the recently completed Strategic Management Plan (STMP), to guide key municipal planning projects and community revitalization.

Anticipated Assignments / Key local government experiences: The intern will work directly with the Borough Manager in several key areas to support various municipal efforts. The intern will work alongside department heads and Council committees to develop a 5-Year Capital Improvement Plan, building on previous research and contributing to the Municipality's Comprehensive Plan.

The intern will support the Borough's Community Relations Committee to document planning efforts and communicate updates to residents, ensuring maximum stakeholder involvement. Tasks will include enhancing community engagement by supporting periodic newsletter updates and developing recommendations on how to keep the municipality website organized, current, and user-friendly.

As the Municipality works towards creating this multi-year plan, the intern will have a front-row seat and provide valuable insights on how to effectively make it happen. The intern will review ordinances, policies, and procedures, conducting research on best practices to evaluate current planning efforts and identify necessary changes or additions. This internship will offer invaluable experience in municipal governance, strategic planning, and community engagement in a municipality poised for exciting changes.

Placement Site attributes and benefits to the community: The intern will provide valuable capacity building to the operational oversight of the Borough and work on a wide range of local government issues daily. This project will be instrumental in the creation of the Borough's Comprehensive Plan while offering a well-rounded experience in the day-to-day operations of the Borough.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, participate in meetings with co-workers at the placement site, and job shadow various departments.

Public Transportation Availability: Yes, P78 Oakmont Flyer



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Chartiers Township

Project Contact & Location:

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

About Chartiers Township: Located in Washington County, Chartiers Township is a primarily residential and agricultural community with a population of 9,000 residents. The township's unique history and access to natural resources have made it a regionally significant area in Southwestern Pennsylvania.

Project Title: Updating Census Database and Enhancing Tenant/Occupancy Inspection Policies

Project Description: Update existing database of residents and commercial businesses, conduct research on best practices, and develop a Tenant/Occupancy database.

Anticipated Assignments / Key local government experiences: The goal of this project is to overhaul the Municipality's existing database of residents and commercial businesses, as well as to research and develop a Tenant/Occupancy database. In addition to the valuable census database research, the project involves researching and developing ordinances and a Tenant/Occupancy program, which the intern will present to the Board for adoption and implementation.

The intern will research various ordinances and collaborate directly with the Director of Planning and Engineering and the Municipal Manager to develop an ordinance and policy tailored to the specific needs of the Municipality. Specific tasks assigned to the intern will begin with reviewing the existing database. The intern will examine various available sources, including the County tax website and municipal files, to update the information with current data. The next task will involve identifying properties with tenants different from the owners to include in a rental property database. The intern will meet with other municipalities to learn about their programs and the benefits and challenges they face, which will inform the implementation of the ordinance.

The Township is committed to providing opportunities and education to young professionals interested in learning about municipal government. The project will directly benefit the residents and businesses of the Municipality by improving data management, public communication, and policy development.

Placement Site attributes and benefits to the community: Chartiers Township offers a hands-on experience for the intern, with exposure to both the internal workings of local government and public meetings. Chartiers Township is a growing community with ongoing development occurring and a capital bond issue that includes municipal and police department building improvements and several capital park projects.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, attend meetings with co-workers at the placement site, participate in meetings with companies conducting business with the placement site, and job shadow various departments. The intern will be included in weekly staff meetings with the department heads, providing a chance to see all aspects of municipal government.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

City of Johnstown

Project Contact & Location:

Amber Berezansky, Human Resources
401 Main Street
Johnstown, PA 15901

About City of Johnstown: Located in Cambria County, the City of Johnstown is the largest city in the county, with a population of over 18,000 residents. With a rich history, Johnstown is a resilient and growing community that offers a dynamic and inclusive environment to gain valuable experience in talent acquisition, employee engagement, and Human Resources strategic initiatives.

Project Title: Enhancement of Human Resources Operations and Policy Development

Project Description: Optimization of human resources (HR) operations and policy development within a local government setting. This internship is designed to provide hands-on experience in critical HR functions, enhancing skill sets and fostering professional growth.

Anticipated Assignments / Key local government experiences: This project will build skills in employee recruitment, onboarding, and performance management. The intern will assist in improving and streamlining HR procedures, contribute to the creation and implementation of effective policies, and support day-to-day HR functions. Key project responsibilities include conducting research and reviewing existing HR policies to identify gaps, recommend improvements, and ensure compliance with local, state, and federal laws. The intern will assist in drafting new policies, procedures, and guidelines, incorporating best practices and stakeholder input to enhance workplace culture and employee engagement. Additionally, the intern will support employee relations management, including grievance processing, disciplinary actions, and conflict resolution, while contributing to talent acquisition strategies, job postings, applicant screening, and onboarding processes. They will assist in designing and delivering training programs, collaborate on performance evaluation systems and goal-setting processes, and use HR metrics to inform data-driven decision-making.

The intern will work on special projects such as employee engagement surveys, workforce diversity initiatives, and HR technology upgrades, while also providing backup for HR administrative tasks such as benefits management, payroll processing, and recordkeeping. They will help maintain compliance with HR regulations and assist in preparing reports for governmental bodies. The intern will gain exposure to various HR functions and develop valuable skills in policy writing, data analysis, project management, and stakeholder communication, preparing them for successful careers in public sector HR management.

Placement Site attributes and benefits to the community: By developing and implementing innovative policies, the program contributes to organizational efficiency and employee well-being. This initiative aligns with the growing demand for skilled HR professionals who can navigate today's dynamic workplace. The comprehensive nature of the program ensures that interns are well-prepared to address real-world challenges and make valuable contributions to organizations post-graduation, ultimately improving the overall competency and effectiveness of the HR landscape.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, engage with the public at community events, participate in meetings with co-workers at the placement site, attend meetings with companies conducting business with the placement site, and job shadow various departments.

Public Transportation Availability: Yes, CAMTRAN - <https://www.camtranbus.com/>



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

South Fayette Township

Project Contact & Location:

John Barrett, Township Manager
100 Township Drive
Bridgeville, PA 15017

About South Fayette Township: Located in Allegheny County, South Fayette Township was founded in 1842 and has a population of over 18,000 residents. South Fayette is a dynamic community that continues to grow both in population, tax base and municipal services offered to residents.

Project Title: Forecasting the Revenue Impact of Residential Development

Project Description: Analyze and compare the real estate tax revenue under Open Space and Neighborhood Design Zoning Districts compared to traditional residential zoning.

Anticipated Assignments / Key local government experiences: The Township Zoning Ordinance includes "Open Space" and "Neighborhood Design" zoning districts that allow for certain provisions to promote conservation and/or more efficient development. This project will examine built-out residential neighborhoods that made use of 'Open Space' and 'Neighborhood Design' zoning districts and compare it to the same developments assuming they were built under more traditional zoning standards (less density, less open space) to provide quantitative analyses on the difference in tax revenue. This information would then be used to project future revenues of undeveloped properties in the Municipality. Given the recent level of residential development, the Municipality is uncertain whether the density bonuses outlined in its ordinances for Open Space and Neighborhood Design are yielding the desired outcomes. Additionally, the Board of Commissioners has expressed an interest in understanding the potential real estate revenue that could be generated from future growth.

Placement Site attributes and benefits to the community: South Fayette is a dynamic community in Allegheny County that continues to grow both in population, tax base, and municipal services offered to residents. This growth provides a chance for interns to directly witness and engage with community development initiatives in local government. Exposure to the operations of our organization will provide an intern with transferable skills that would benefit anyone interested in public service, planning, and development.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, and engage with the public at community events. They will also participate in meetings with co-workers at the placement site and have the opportunity to job shadow various departments.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Steel Rivers Council of Governments / Tri-COG Land Bank

Project Contact & Location:

An Lewis, Executive Director
1705 Maple Street Suite 100
Homestead, PA15120

About Steel Rivers COG / Tri-COG Land Bank: Located in Allegheny County, the Steel Rivers Council of Governments (SRCOG) is a nonprofit organization that supports municipalities in the Mon Valley region of Allegheny County. SRCOG offers numerous services, including the Tri-COG Land Bank. The primary goals of the land bank are to mitigate blight, improve neighborhoods, and stimulate economic growth.

Project Title: Regional Blight Assessment and Land Bank Strategy

Project Description: This project will include a multi-municipal property conditions assessment that will involve researching the property lifecycle, including securing newly acquired properties, preparing properties for sale, and reviewing purchaser applications to ensure compliance with policies and procedures.

Anticipated Assignments / Key local government experiences: This project will provide insight into Non-Profit, quasi-governmental entities building intergovernmental cooperation and supporting community revitalization efforts. The intern will conduct data-driven investigations to create a property survey across three communities to assess property conditions. The Intern will support activities to codify resolutions, preserve historical records, and prepare materials for advisory boards.

This role offers comprehensive learning experiences in community development and organizational governance. The intern will gain hands-on experience in the property lifecycle, including securing newly acquired properties, preparing properties for sale, and reviewing purchaser applications to ensure compliance with policies and procedures. This internship offers diverse, hands-on experience in policy, governance, and community development. The intern will gain an understanding of land banks and COGs, honing skills in project management, compliance, and organizational operations, all of which will help them identify their strengths and interests for a future career in the nonprofit or local government sector.

Placement Site attributes and benefits to the community: This is a unique opportunity to work with both the Steel Rivers Council of Governments and the Tri-COG Landbank. Interns will have office responsibilities supplemented with community-based fieldwork throughout the Mon Valley region. The interns will develop practical skills, deepen their understanding of public service, and actively contribute to meaningful projects, all while being welcomed as a valued team member for the summer.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, and engage with the public at community events. They will also participate in meetings with co-workers at the placement site and attend meetings with companies conducting business with the placement site.

Public Transportation Availability: Yes, 53 - Homestead Park



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

The City of Washington Citywide Development Corporation

Project Contact & Location:

Sydney Putnam, Coordinator of Strategic Initiatives
273 S. Main Street
Washington, PA15301

About The City of Washington Citywide Development Corporation: Located in Washington County, the City of Washington Citywide Development Corporation is a nonprofit organization that partners to remediate blight, enhance the city's economic impact, and support community-based projects for the residents of the City of Washington. The organization is leading a blight remediation initiative as a component of a Neighborhood Partnership Program (NPP), which is a long-term collaboration of business, government, and community leaders to produce a comprehensive, asset-based, and relationship-driven approach to community development. Phase 1 included the creation of a blight inventory map within each Ward of the City of Washington. This project is Phase 2 to examine second and third story inventory data within mixed use buildings in the City of Washington Business District.

Project Title: Mixed-Use Development Strategist

Project Description: Leverage GIS data collection to address the ongoing issue of vacant second and third stories in mixed-use developments to inform municipal decision-making and guide efforts aimed at revitalizing the Business District.

Anticipated Assignments / Key local government experiences: The City is challenged by the presence of vacant second and third stories within commercial buildings located in the City's Business District. These vacancies place a strain on municipal resources and negatively impact the quality of life for residents. Working under the direction of the Director, the intern will collaborate with a multi-faceted team to explore how various aspects of the community are interconnected and identify resources to address regional challenges, such as the vacancy of second and third story units in mixed-use developments within the Business District. Specific responsibilities will include utilizing Regrid GIS software for data collection on the condition of these vacant units, conducting research, drafting fact sheets, attending meetings and working groups with community and municipal organizations, and performing other duties as assigned. This project will play an important role in advancing prosperity within the community. The activities of the Intern will support Phase 2 of the Citywide Development Corporations' Blight Remediation Initiative. The Intern will learn research methodology and analytical skills while examining second and third story inventory data within mixed-use buildings in the City of Washington Business District. The intern will hone their expertise to convey technical information in a visual manner to make the information accessible to community residents, business owners, and building owners.

Placement Site attributes and benefits to the community: The City of Washington is a third-class city with a population of over 13,000 residents. The city's historic legacy is a source of pride, but outmigration and aging infrastructure has made its mark in some of the city's neighborhoods. This position will be exposed to a range of issues including blight, community and economic development, fair housing, fair lending, grass roots organizing, and advocacy.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, and engage with the public at community events. Additionally, the intern will participate in meetings with co-workers at the placement site and attend meetings with companies conducting business with the placement site.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Town of McCandless

Project Contact & Location:

RJ Susko, Planning Director
9955 Grubbs Rd
Wexford, PA 15090

About Town of McCandless: Located in the North Hills of Allegheny County, McCandless Township was officially created in 1851, after legislation carved it out of Pine Township. Named after Judge Wilson McCandless, a judge of the United States District Court of Western Pennsylvania, it became the Town of McCandless on January 1, 1975, and is now a home rule municipality operating under a charter. Today, nearly 28,457 residents occupy the Town of McCandless' 16.4 square miles. The Town of McCandless employs a professional Town Manager and multiple department heads that have experience in municipal service delivery across several policy areas. The Town is committed to promoting interest in local government as a career among rising professionals and would give the intern access to as much guidance and networking as possible. Committed to good governance and community, McCandless achieved Gold Status in the Sustainable PA Community Certification program, demonstrating its dedication to putting the needs of the community first.

Project Title: Enhancing Transparency: Modernizing Historical Recordkeeping for Public Access

Project Description: Analysis of historical archives within the municipality and development of a digitized cataloging system that allows for quick retrieval of records, streamlining the process for both staff members and community members, and improving overall efficiency.

Anticipated Assignments / Key local government experiences: The intern will conduct a thorough analysis of historical archives across all departments within the municipality, organizing and categorizing the documents to ensure easy access and efficient management. They will develop a digitized cataloging system that allows for quick retrieval of records, streamlining the process for both staff members and community members, and improving overall efficiency. The intern will review a significant quantity of Municipal archives to assess which should be retained for their historical or public value. The intern will synthesize this information to create easily accessible databases for the municipal staff across all departments. Additionally, the intern will make recommendations on how documents can be efficiently stored in the future, including analyzing departmental access needs and identifying the most effective methods for sharing records.

The intern will identify records suitable for public access and collaborate with the Municipal Public Information Officer to distribute them online. For a smaller municipality, the staff is relatively limited, and there is little capacity to complete this project internally. The creation of an archive catalog would greatly enhance the efficiency of service delivery and reduce the waste of staff members spending excessive amounts of time searching through archives for information that may not even exist.

Placement Site attributes and benefits to the community: The Town has undertaken several modernization and digitization efforts over the last 5 years, working towards cloud-based service delivery and complaint response, online meeting packets, a website overhaul, etc.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, participate in meetings with co-workers at the placement site, attend meetings with companies conducting business with the placement site, and job shadow various departments.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Township of Pine

Project Contact & Location:

Heather Lloyd, Human Resources Administrator
230 Pearce Mill Road
Wexford, Pennsylvania 15090

About Township of Pine: Located in Allegheny County, the Township of Pine, founded in 1796 has a population of 15,000 residents. Rooted in innovation and community, the Township of Pine won the 2024 Governor's Award for Local Government Excellence in Environmental Initiatives. The Township Pine continues to creatively approach municipal governance and community growth. In support of its efforts to improve quality of life for residents, Pine recently received a MAP grant to assist with the Comprehensive Plan update and also won a 2024 Governor's Award for Local Government Excellence in Environmental Initiatives. Pine is an innovative leader that brings creativity and fun into municipal government! Intern's will have an opportunity to be a part of our award-winning efforts and will also help the Township become more environmentally sustainable.

Project Title: Comprehensive Plan Update & Application Digitization

Project Description: Public outreach and engagement to support the development of a Implementable Comprehensive Plan.

Anticipated Assignments / Key local government experiences: Comprehensive Plans are an essential tool and blueprint that assists and guides the Municipality by creating a broad, long-term vision for the community through regulating land uses and identifying priority projects and initiatives. In 2025, the municipality will be kicking off the Comprehensive Plan update and will be offering numerous surveys and community engagement activities throughout the next year to help us develop an implementable plan. The intern will assist with community engagement activities, project evaluation and prioritization, and complete project and application evaluations from 2016-2024 to assist with the comprehensive plan update.

Past projects and applications will also be scanned and digitized as part of the project to assist in the municipality's goal going paperless. The Municipality's Comprehensive Plan did not include creative community engagement and project identification strategies. An intern would be provided with real-life experience that they'll be able to use in the future.

Placement Site attributes and benefits to the community: The Comprehensive Plan update is a Township-wide plan that prioritizes projects and goals for the next 10 years for transportation, parks & recreation, environmental sustainability & preservation, housing & affordability, economic development, land use, and communications. In addition, digitizing documents will allow for clear analysis for the plan update.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, participate in meetings with co-workers at the placement site, attend meetings with companies conducting business with the placement site, and job shadow various departments.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Township of Scott

Project Contact & Location:

Mark Mox, Planning/Zoning/Code Enforcement Officer
301 Lindsay Rd.
Carnegie, PA 15106

About Township of Scott: Located in Allegheny County, Scott Township was established in 1846 and has a population of over 17,000 residents. Situated southwest of Pittsburgh along Chartiers Creek, Scott Township is a growing community with a rich history.

Project Title: Comprehensive Plan Analyst

Project Description: Planning and public engagement support for the development of a Comprehensive Plan.

Anticipated Assignments / Key local government experiences: The Comprehensive Plan for the Municipality was last updated in 2005 and is now obsolete. The Municipality is seeking an intern to assist with the planning, development, and administrative support to execute a new Comprehensive Plan that will provide the future planning strategies for the Municipality. The intern will assist the Municipal staff, the Steering Committee, and consultants in implementing a plan to gather data that will identify the most important opportunities for the future of the municipality.

The plan will include strategies to engage community input, conduct interviews with key stakeholders, and review the past and current conditions of the municipality. The intern will play a key role in encouraging a large percentage of the community to provide input, while also being responsible for gathering and documenting the information. The update of the Comprehensive Plan is part of a Strategic Plan and the first step of a three-step process. The Comprehensive Plan update will recommend the changes necessary for the Zoning Ordinance update. The Codification of the Township Ordinances will be completed once the Zoning Ordinance is updated to reflect the Comprehensive Plan recommendations.

Placement Site attributes and benefits to the community: Scott Township provides a great location for hands-on experience in local government work. The limited staffing and financial resources have delayed the timely update for years. The selection of this project will provide the Municipality with the needed help to properly plan for the future. The intern will have an opportunity to be part of the governmental planning process for the future of a first-class Township that occupies almost four-square miles in area with a population of over 17,000 residents living in over 8,000 households, having the chance to witness the full-range of local government services planning. This is an exciting time to be part of the future growth of the Township.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, and engage with the public at community events. They will also participate in meetings with co-workers at the placement site and attend meetings with companies conducting business with the site. Additionally, the intern will have the opportunity to job shadow various departments.

Public Transportation Availability: Yes, PRT - Route 38 - Greentree Rd. @ Lindsay Rd.



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Turtle Creek Valley COG

Project Contact & Location:

Natalie Merola, Dept. Director
2700 Monroeville Blvd
Monroeville, PA 15146

About Turtle Creek Valley COG: Located in Allegheny County, the Turtle Creek Valley Council of Governments (TCVCOG) is a nonprofit organization founded in 1971. It brings together 20 municipalities to collaborate on efficient, sustainable, and cost-effective programs that benefit the surrounding communities and more than 175,000 residents.

Project Title: Community Development & Multi Municipality Engagement

Project Description: Data analysis to support intergovernmental cooperation to reduce the negative effects of blighted and abandoned properties.

Anticipated Assignments / Key local government experiences: The intern will work closely with the Community Development Coordinator to update the Community Development Database, analyzing and organizing results to share with member towns. The intern will also participate in meetings with current and potential users of a proprietary database, Codenforce, helping to create and share system update documentation.

The intern will help develop marketing strategies to increase use of the system including designing of infographics showcasing current system statistics for distribution. Working closely other staff, the intern will develop a sponsorship spreadsheet and an informational packet to send to new sponsors. The intern will have the opportunity to present results to member municipalities through an in-person presentation at a Board or Manager meeting. Furthermore, the intern will have the chance to explore and shadow various departments at the office, gaining a well-rounded experience.

This project will give the intern an opportunity to gain valuable connections and engaging with community leaders, including municipal management, elected officials and other public service organizations.

Placement Site attributes and benefits to the community: COG's have the ability to impact a multitude of municipalities positively through shared service. The Turtle Creek Valley COG works with 20 unique municipalities a variety of common interests, finding efficient, cost-effective solutions and programs that benefit the member communities and more than 175,000 residents that call them home. Our intern will be directly involved in this work and the wide range of communities we serve.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, participate in meetings with co-workers at the placement site, attend meetings with companies conducting business with the placement site, and job shadow various departments.

Public Transportation Availability: PRT does have Monroeville stops, however it is possible the times and supplemental transportation from the stop to the office is necessary.



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Wilkins Township

Project Contact & Location:

Rebecca Vargo: Manager
110 Peffer Road
Turtle Creek, PA 15145

About Wilkins Township: Located in Allegheny County, Wilkins Township, established in 1821, has a population of over 6,000 residents. Wilkins Township offers a mix of urban and suburban feel.

Project Title: Community Outreach Specialist

Project Description: Develop and implement an outreach program to inform residents/garner feedback about the Commissioners' plans to construct a new municipal building.

Anticipated Assignments / Key local government experiences: The intern will be responsible for several key tasks. First, they will develop and administer an outreach program to educate residents about the Commissioners' plans to construct a new municipal building. This program will include both in-person meetings and the creation of surveys to gather public opinions. The intern will regularly provide updates and feedback at Building Committee meetings.

Additionally, the intern will act as a liaison between the Building Committee and the public, ensuring that new information is communicated to residents and providing ongoing feedback to the committee. If time allows, the intern will also be tasked with creating a business directory to compare against tax rolls in order to identify companies that may not be paying Act 511 taxes to the Municipality.

Placement Site attributes and benefits to the community: Wilkins Township serves a population of over 6000 residents. By helping to educate this population on the future plans for the municipality, our intern will play a valuable role in a project with a direct impact on the long term future of this community. This project provides the intern with the opportunity to work closely with senior staff on a multi-million dollar project, advancing their skills in large-scale project management as well as marketing and communications skills. Marketing and communication of the Commissioners' plans to construct a new municipal building is one key piece of the actual project of constructing the new building.

Opportunities for engagement with elected officials & community: This project affords an intern the opportunity to interface with both elected officials and taxpayers on the type of municipal project that only occurs once in a generation. The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, and participate in meetings with co-workers at the placement site.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Borough of Braddock

Project Contact & Location:

Lou Ransom, Borough Manager
415 Sixth Street main door
Braddock, PA15104

About Borough of Braddock: Located in Allegheny County, Braddock Borough was established in 1742 and has a population of 1,700 residents. With a history of industrialization, Braddock is undergoing an economic transition, focusing on business recruitment, residential development, and community building for the future. Braddock Borough has a closeknit community and the intern will play a central role in a legacy project that will have long term benefits for the residents.

Project Title: Parks and Recreation Revitalization

Project Description: Data analysis, research of best practices and conduct public outreach to support the redevelopment of two municipal parks.

Anticipated Assignments / Key local government experiences: Braddock Borough has two parks that have been closed to the public for the past seven years due to safety concerns and aging infrastructure. The municipality is currently in the process of developing plans to renovate these parks. The renovation project aims to restore the parks to their former beauty, improve the overall aesthetics of the area, and provide a safe, welcoming space for residents to enjoy. This project is part of the municipality's broader efforts to enhance public spaces and improve the quality of life for residents. The intern will play a key role to coordinate with Non-Profit organizations and volunteers who will be assisting the municipality in transforming our abandoned parks into a skate park and a sitting park with brand new trees and equipment so that the municipality can utilize the space for both functional and aesthetic purposes.

The intern will work alongside municipal staff to participate in the planning and execution of the public space projects and improve quality of life for residents. Braddock offers a welcoming work environment, and this project will provide real world experience in Parks and Recreation management.

Placement Site attributes and benefits to the community: This project addresses a significant need for the residents of the community, particularly the children. Green spaces are essential for improving air quality, boosting mood, and reducing temperatures in urban areas. Creating outdoor play areas offers a safe and engaging space for teens and children to enjoy outdoor activities. These spaces not only promote physical activity but also contribute to the overall well-being of the community by providing opportunities for social interaction, recreation, and a safe place.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, engage with the public at community events, and participate in meetings with companies conducting business with the placement site.

Public Transportation Availability: Yes, the 61B PRT route



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Borough of Crafton

Project Contact & Location:

Mike Tedesco: Community and Economic Development Director
100 Stotz Avenue
Pittsburgh, PA 15205

About Borough of Crafton: Located in Allegheny County, the Borough of Crafton was established in 1892 with a population of 6,000 residents. Crafton Borough is a residential suburb of the Pittsburgh metropolitan area with a Victorian charm.

Project Title: Downtown Business Recruitment and Development

Project Description: Retail business analysis to identify new opportunities for the municipality.

Anticipated Assignments / Key local government experiences: The Business District Analysis will involve several key tasks to assess the local economy and identify opportunities for growth. The intern will work closely with our Planning Commission (and senior staff) to help guide strategy and experience the real-life situations that all municipal professionals face managing public processes. To begin, the intern will map and log various business types, their square footage, and vacancies within the district as well as available vacancies and their square footage to assess potential spaces for new businesses. Using location quotients, they will identify gaps in the market and potential areas for business expansion. A drive shed analysis will also be conducted to illustrate the demographics of the area within specific drive times.

Through interviews with landlords and business owners to understand their needs, the intern will have direct, hands-on experience in business recruitment and retail industry analysis. Crafton Borough is a vibrant municipality, with strong residential neighborhoods and two distinct business districts. The intern's work will directly shape local initiatives and economic growth strategies, and they will gain vital career-ready expertise in community development.

Placement Site attributes and benefits to the community: Crafton's Planning Commission has launched a "Business Development" committee, which aims to enhance the local business environment for established businesses and entice new businesses to Crafton. Borough Council supports the effort, and the intern will play an important role in making this initiative a success.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, attend meetings with co-workers at the placement site, participate in meetings with companies conducting business with the placement site, and shadow various departments.

Public Transportation Availability: Route 26 on the Busway



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Township of Moon

Project Contact & Location:

Katie Stringent, Planning Specialist
1000 Beaver Grade Road
Moon, PA 15108

About Township of Moon: Located in Allegheny County, the Township of Moon was established in 1788 and has a population of over 26,000 residents. Once a farm-based community, Moon has evolved significantly over the years. Today, the Township of Moon is thriving with a growing residential base and is home to Pittsburgh International Airport and Robert Morris University.

Project Title: Comprehensive Plan and Recreational Development Update

Project Description: The intern will assist the Community Development Department in the planning execution and development of the Municipality's 2025-2035 Comprehensive Plan while supporting the completion of a Parks and Recreation Plan and the Road Bike and Pedestrian Plan.

Anticipated Assignments / Key local government experiences: Working with the professional staff in the Community Development Department, the intern will conduct background research including community demographic research, complete a community asset inventory, and participate in public outreach initiatives. Moon Township is identifying priorities and goals for the next 10 years through its progressive approach to Comprehensive Planning and Parks and Recreation planning. Working with public boards and commissions, the intern will identify future goals and milestone setting for sharing in public meeting presentations. Through this collaboration, the intern will get a strong sense of the current position of the Municipality while working with key community stakeholders to identify the outcomes for the next 10 years and the mechanisms by which they are achieved.

Placement Site attributes and benefits to the community: An intern will gain firsthand local government experience at an important time for the community. The Township is at a critical crossroads in planning and this project is an important element in laying a positive framework for the future. The intern will provide much needed capacity to identify local needs through community engagement and the Township has the opportunity to learn from the intern and their unique position they would bring to planning the community for the future.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, facilitate stakeholder meetings, engage with the public at community events, and participate in meetings with co-workers at the placement site. Additionally, the intern will attend meetings with companies conducting business with the placement site and job shadow various departments

Public Transportation Availability: Moon Flyer G3/Coraopolis 21



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Collier Township

Project Contact & Location:

Dana Slizik, Assistant Township Manager
2418 Hilltop Road Suite 100
Presto, PA 15142

About Collier Township: Located in Allegheny County, Collier Township was established in 1875 and has a population of over 8,000 residents. Collier Township is proud to be one of the region's best communities to live and work, offering small-town benefits with proximity to transportation and the City of Pittsburgh. In recent years, the municipality has experienced growth both externally and internally. The municipality is strengthening the community through collaboration with neighboring areas to foster business growth and expand home development.

Project Title: Municipal Manager Intern

Project Description: This position is designed to serve as an onboarding learning opportunity for individuals who are interested in public administration.

Anticipated Assignments / Key local government experiences: The intern will assist developing various aspects in local government operations, including enhancing the safety, security and data, shadowing directors and administrative staff, working closely with management assisting and learning policies and procedures. Working with the management team, the intern will help implement Phase 2 of the communications and data plan, as well as efforts to digitalize operations. The intern will assist administrative staff with various tasks and support directors with on-the-job training and department-specific learning. This internship will support various aspects of local government operations, with a focus on improving safety, security, and data management. Working with Management, the intern will manage daily tasks and add their ideas to the position. They will shadow directors and administrative staff to learn about policies and procedures. Throughout the internship, they will gain hands-on experience in local government policies and procedures.

Placement Site attributes and benefits to the community: The intern will be welcomed into a collaborative working environment where they will learn the complexities of managing a municipality and serving the public.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, engage with the public at community events, job shadow various departments, and assist both staff and elected officials.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Allegheny Township

Project Contact & Location:

Dan Miller, Township Manager
136 Community Building Road
Leechburg, PA 15656

About Allegheny Township: Located in Westmoreland County, Allegheny Township was established in 1820 and has a population of over 8,000 residents. As a predominantly residential and rural community, Allegheny Township has creatively adapted to provide the best environment for its residents.

Project Title: Communications & Technology Coordinator

Project Description: Development of a communication platform and strategy to help the community feel more connected to the municipality, enhance transparency, and modernize the municipality's communication technology.

Anticipated Assignments / Key local government experiences: As a valued member of the municipal team, the intern will be responsible for leading a communication outreach campaign to promote the municipality, update, inform and respond to residents. In many aspects, the intern will serve as a local government media and communications specialist who will work alongside the Municipal Manager to promote transparency through communication and technology.

The intern project will help the municipality enhance digital communication with residents and promote transparency. The intern will lead the municipality's communication efforts, making creativity and innovation essential along with a knowledge of social media, technology, writing skills, and audio/video production. As a small municipality, the need for new ideas and methods is essential and this internship project will provide students with firsthand experience of local government procedures and direct involvement in public communications. Additionally, the intern will gain experience by working from the ground up on communication strategies. This hands-on experience will provide the intern with a deeper understanding of effective communication in a smaller municipal government setting.

Placement Site attributes and benefits to the community: An intern would play a critical role in Allegheny Township's municipal initiatives, contributing to the development and execution of this key project. This position offers students the opportunity to gain firsthand experience in municipal governance while also having creative freedom.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, engage with the public at community events, and participate in meetings with co-workers at the placement site.

Public Transportation Availability: No



LOCAL GOVERNMENT ACADEMY

2025 Municipal Intern Program Project Description

Borough of Dormont

Project Contact & Location:

Melinda Szabo, Assistant Borough Manager
1444 Hillside Ave STE 10
Pittsburgh, PA 15216

About Borough of Dormont: Located in Allegheny County, the Borough of Dormont was incorporated in 1909 and currently has 8,244 residents. The Borough of Dormont is experiencing exciting growth with demographic shifts, rising home prices, and a revitalized business district.

Project Title: Strategic Communications Plan

Project Description: The Strategic Communications Plan is designed to enhance community engagement, improve information flow, and foster transparency. By leveraging modern communication tools and strategies, the plan aims to strengthen the connections between residents, local government, and stakeholders, promoting a more informed and active community.

Anticipated Assignments / Key local government experiences: The intern will support the implementation of the Municipality's Strategic Communications Plan which will include research, content creation, and public outreach. The intern will help analyze current communication channels, survey community needs, and evaluate best practices for local government messaging. The intern will contribute to drafting newsletters, social media posts, and press releases, ensuring consistency with the strategic plan's goals. They will also assist in organizing public forums or focus groups to gather resident feedback. Additionally, the intern will support data collection and reporting on the effectiveness of communication strategies, providing valuable insights to refine ongoing efforts.

Through these tasks, the intern will gain hands-on experience in local government communications, public relations, and community engagement strategies. This strategic communications project enhances local government engagement by ensuring residents are informed of decisions. It aligns with best public relations practices, strengthening connections between the Municipality and its citizens. Interns gain hands-on experience, applying academic knowledge to real-world communications, making it an invaluable opportunity for students interested in local government and community engagement.

Placement Site attributes and benefits to the community: This internship is a unique opportunity to engage in a vital municipal process, develop actionable policy, and collaborate with diverse stakeholders. Interns will gain valuable skills in policy development and community engagement, supported by active leadership and an engaged community. The Borough's 2021-2026 Strategic Plan highlights communication as a primary goal - Access Dormont: Accessibility, Inclusion and Communication. Creating a comprehensive communications plan will improve the accessibility of Borough spaces, services, and communications for all residents.

Opportunities for engagement with elected officials & community: The intern will attend public meetings, engage with the public at community events, participate in meetings with co-workers at the placement site, and shadow various departments.

Public Transportation Availability: PRT T-stations, Dormont Junction and Potomac. We also are serviced by bus lines 36 and 41 from Downtown Pittsburgh