



## 2024 Municipal Internship Program Project Descriptions

### **Borough of Ambridge**

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

### **GIS - Blight Study & Data Inventory Collection**

Ambridge is seeking an intern to assist in the revitalization of its community. A versatile place, the Borough of Ambridge is recognized as one of the top five up and coming communities in Western PA. It is designated as an environmental justice community.

This internship will assist in community revitalization through the preparation of a Blight Study that creates a complete inventory of industrial, commercial, and residential properties. The intern will conduct field inventories to document and evaluate the conditions of properties and structures. This analysis will identify areas, neighborhoods, buildings, and structures of concern such as safety hazards to residents.

Data will be entered into a Geographic Information System (GIS) according to the zoning classifications; Industrial, Commercial, Residential (Single, family, duplex, triplex, etc.). The intern will identify areas for blight remediation strategies and community revitalization. This will lay the foundation to fully develop the municipality's GIS database, which will streamline workflows and provide transparency to future decisions in finance, code enforcement, and parks and recreation.

The outcome of the internship will improve decision making through fact-based information and analysis. The Blight Study will set for actions to direct redevelopment efforts and provide the code enforcement department with an audit of property types, which will contribute to updating the municipality's Comprehensive Plan.

### **About Ambridge Borough**

Settled in 1824 along the banks of the Ohio River as the third and final home of the Harmony Society, the Borough of Ambridge was incorporated in 1905, named after the American Bridge Company. The 1.7 square mile community is home to 7,100 residents, a National Historic Landmark District and Old Economy Village- designated a Preserve America Community. Strategically located off PA Route 65 and having its own named exits on I-79 and I-376, Ambridge is readily accessible to enjoy the many public events held throughout the year within the community.

### **Public Transportation Availability**

Pittsburgh Regional Transit and Beaver County Transit Authority



## 2024 Municipal Internship Program Project Descriptions

### **Chartiers Township, Washington County**

Jennifer Slagle, Director of Engineering and Planning

2 Buccaneer Drive

Chartiers Township, PA, 15342

#### **Municipal Database and Infrastructure Asset Management Internship**

Chartiers Township is seeking an intern to create a database of historical documents and continue to develop and expand our infrastructure asset database for each parcel in the Township.

This internship will create a database of historical documents and expand the municipality's parcel-based infrastructure asset database. The intern will review existing documents included and research archived files for additional information to create a comprehensive database for each parcel. The documents are currently based on addresses and stored in hard copies as well as digitally scanned.

The project would include creating a comprehensive database to include other data fields including parcel id, permit documents, and variance documentation. The intern will work with staff and our consulting engineers to develop the tasks and incorporate the applicable data into our GIS database.

In addition to the proposed project, the intern will be introduced to diverse aspects of municipal operations, encouraging attendance and participation in municipal meetings. The municipality is a growing community and will provide a variety of opportunities to see many aspects of the municipal government as they operate, including land development applications and growth, capital projects in design and construction, and grant opportunities.

Chartiers Township will make various department activities available to the intern, as time permits, to allow participation in a variety of Township functions. The intern will attend weekly staff meetings with the department heads to be introduced to all aspects of Township operations and provide the opportunity to ask questions and sample the various activities of municipal government.

#### **About Chartiers Township**

Chartiers Township is a thriving rural township with a strong agricultural history. Chartiers Township is a 24.53 square mile municipality located in central Washington County, five (5) miles north of the City of Washington and twenty-five (25) miles southwest of the major metropolitan area of Pittsburgh.



## 2024 Municipal Internship Program Project Descriptions

### **Churchill Borough, Allegheny County**

Michelle McAndrew, Borough Manager

2300 William Penn Highway

Pittsburgh, PA, 15235

#### **Public Detail Specialist**

The Public Detail Specialist is tasked with helping Churchill's Budget, Budget Narrative, and 5-Year Capital Improvement Plan. Together, these three projects will recommend specific ways to spend taxpayer dollars in Churchill. The intern is responsible for understanding the importance of taxpayer dollars and how their spending aligns with the Borough's long-term values and desired outcomes.

This internship will include preparation of the municipality's 2025 Budget, Budget Narrative, and 5-Year Capital Improvement Plan. Together, these three projects will recommend specific ways to spend taxpayer dollars that provides transparency to the public.

The specific responsibilities of this internship include conducting research, data collection, and analysis to prepare communications and reports for the development of the Budget Narrative and CIP. The intern will also prepare various forms of visual and written materials including brochures, flyers, and news releases. The intern will prepare recommendations regarding proposals for programs and participate in the decision-making process of evaluating these proposals.

The intern will also be involved in various projects related to GIS and municipal engineering as well as grant research, data collection, and preparation of communications, reports and other written or visual material needed for submitting successful grant applications.

The Intern will work directly with the municipal manager and interact with other departments, elected officials, and community members through a variety of ways including individual meetings, email, phone calls, and community meetings.

Churchill has a four-member administrative staff that oversees all the efforts of public works, community development, recreation, police, and administrative responsibilities. With such a small staff, the Intern works very closely with the Borough Manager and Assistant Manager/Finance Officer.

#### **About Churchill Borough**

Located 10 miles east of Pittsburgh in Allegheny County, the Borough of Churchill offers welcoming neighborhoods, wooded hills, and a rich history dating back to 1773. Churchill is 2.5 square miles in area with a population of over 3,011. Main travel roads include Route 22 and Interstate 376. A largely residential community, the geography of the Borough is hilly with some large wooded areas. Churchill is located on the floodplains of Chalfant Run & Saw Mill Run.

#### **Public Transportation Availability**

Pittsburgh Regional Transit



## 2024 Municipal Internship Program Project Descriptions

### **City of Johnstown, Cambria County**

Amber Berezansky, HR Director

401 Main Street

Johnstown, PA 15901

#### **Technology Coordinator Internship**

The City of Johnstown is poised for community revitalization and is seeking a motivated intern to assist in modernizing city administration practices including technological applications. The outcome of this effort will be a technology plan for the City of Johnstown that supports the continued growth of the community.

This internship will assist in modernizing municipal administration practices including technological applications. The outcome of this effort will be a technology plan for that supports the continued growth of the community.

This internship will include quantitative and qualitative research and analysis including conducting stakeholder interviews and research to benchmark industry trends and practices. Interfacing with multiple departments to understand current capabilities and document needs. Specifically engaging with the Manager, Human Resources, and Department Heads (Fire, Police, Public Works, Codes, DCED), the intern will document current conditions, identify gaps in technological needs and review implemented technology for its effectiveness in assisting the organization.

The intern will support the transition of paper records to PDF-A and cloud record storage as allowed under the PA Historic Commission's rules regarding record retention. Working with the Assistant Manager and the HR / Insurance analyst, the intern will help digitize and organize files and permanent records for retention and make recommendations for record destruction and new policies for modern record retention.

At the conclusion of the internship, a formal presentation will be given to the Johnstown City Council that includes recommendations to increase efficiency with City technology to streamline City services.

#### **About the City of Johnston**

Johnstown, PA is the largest city in Cambria County, located 57 miles east of Pittsburgh. Johnstown celebrates its diverse population, and welcomes visitors from all over the country annually.

#### **Public Transportation Availability**

Cambria County Transit Authority



## 2024 Municipal Internship Program Project Descriptions

### **City of Washington**

Donn Henderson, City Administrator  
55 West Maiden St.  
Washington PA, 15301

#### **Business District Revitalization Intern**

As part of a 3-year long downtown revitalization project and working on significant foundation funding in conjunction with W&J to creating better connections and conditions for students and staff, the City of Washington is looking to hire a Business District Revitalization Intern.

This internship will create better connections and conditions in the municipality's Business District. A key element of this is to revitalize vacant upper floors in the commercial corridor, which are a detriment to the growth, sustainability, and success of the downtown.

The outcome of this internship will provide the municipality with the data needed to target revitalization efforts, identify funding sources, and offer assistance with the goal of activating the upper floors. The intern will develop a comprehensive database, using GIS and other software, of vacant and under-utilized upper floors in the downtown business district. The database will include owner contact information, which may require research and conducting outreach to the owner. The intern will engage with Code Officials and Fire Officials to request existing conditions information or conduct on-site reviews.

This internship includes an inter-agency partnership with the Development Corporation and Business District Authority to identify priority sites and a list of priority data to compile. The intern will also work with staff and community partners to perform owner outreach and subsequent on-site or owner provided inventory and existing conditions report.

At completion of the project, the intern will present their findings in a report to Council and our partners. Outreach may also include an introductory opportunity/event with property owners to introduce the program.

Through the internship, the intern will have a better knowledge of the capabilities and challenges of existing structures will allow the city and partners to better identify funding sources, create programs, and offer assistance with the goal of activating the upper floors. The vacant upper floors are a detriment to the growth, sustainability, and success of our downtown.

#### **About the City of Washington**

The city is located in Washington County in Southwestern Pennsylvania at the crossroads of Interstates 70 and 79 and Route 19. Rich in history and culture, our city is an ideal place to visit, live and work. The city's Washington Park not only boasts beautiful scenery, spacious pavilion areas, new playgrounds, and 4th of July festivities including fireworks, but it is also the home of the Pony League World Series.

#### **Public Transportation Availability**

Freedom Transit / Washington County Transportation Authority



## 2024 Municipal Internship Program Project Descriptions

### **Crafton Borough, Allegheny County**

Jim Price, Borough Manager  
100 Stotz Ave  
Crafton, PA, 15205

#### **Land Value Tax Exploration**

Crafton Borough is seeking an intern to analyze the value of switching from standard property tax millage rates to a real estate tax that focuses on the land value over the property value. Focusing on a land value tax can spur development and prevent private entities from “banking” un or underdeveloped land. The core of this project is an analysis of what would happen if the Borough increased land value taxes and decreased property value taxes.

The intern will:

1. Analyze which properties in the Borough would benefit from the proposed tax change and which would not.
2. Develop a list of those properties that would be most severely impacted positively and negatively.
3. Using GIS software, create a choropleth map illustrating the effect of the change based on current values.
4. Interview the leaders of other municipalities in PA that have made the change to a land value tax and summarize their advice.
5. Interview leaders from other areas of the Country who use a land value tax and summarize their advice.
6. Create a proposed schedule to roll out the change if the analysis returns favorable results.
7. Create a summary report and presentation that will be presented to the infrastructure and land use committee and Council.

This project will be crucial in assisting elected officials with considering the option of adopting a land value tax in Crafton. Additionally, Crafton has several infrastructure projects ongoing that would be beneficial for any intern to interact with and witness, including a \$6.5 million sewer separation project, a trail feasibility study, a zoning code rewrite, and a new public works building.

#### **About Crafton Borough**

The Borough of Crafton is a small urban community with a population of approximately 5,950 and is approximately 1 square mile in area. It is bordered by Pittsburgh’s west side neighborhoods, Ingram Borough and Chartiers Creek. Crafton Borough has beautiful tree lined streets, one mixed use business district and a shopping center, excellent transportation assets with a well-developed pedestrian network of sidewalks, stairs, and walking trails, two fixed guideway transit stations, and a state route that brings thousands of vehicles through the Borough, daily.

#### **Public Transportation Availability**

Pittsburgh Regional Transit



## 2024 Municipal Internship Program Project Descriptions

### **Jackson Township, Butler County**

Chris Rearick, Township Manager  
140 Magill Road  
Zelienople, PA, 16063

### **Southwest Butler Regional Planning Internship**

The creation of the Southwest Butler Council of Governments (SWBCOG) promotes ongoing cooperation between municipalities in the region. Its joint planning allows the member municipalities to save costs through sustainable services and joint bidding within the region. In 2017, Jackson and SWBCOG members adopted an Parks, Recreation, and Open Space Plan.

This internship will involve engagement in a multi-municipal planning initiative to update an intergovernmental Parks, Recreation, and Open Space Plan. The outcome will include a regional Capital Improvement Plan (CIP).

The intern will facilitate public and stakeholder outreach efforts and work with the municipalities to develop a vision statement for this intergovernmental cooperative effort. Quantitative and qualitative research will be required including developing and distributing surveys, conducting interviews, and facilitating focus groups. The Parks, Recreation, and Open Space Plan will address the recent purchasing of 40 acres for recreation purposes, outline the joint services, cost saving practices, and explore the development of sustainable infrastructure for COG members.

The intern will assist in authoring the CIP through research and collaboration with staff and may also assist in the creation of a joint GIS System to include planned infrastructure and existing infrastructure, namely stormwater management.

The intern will work directly with the staff and various departments of the municipality and will enhance intergovernmental cooperation while getting grassroots experience of development in a growing region.

### **About Jackson Township**

Established in 1854, Jackson Township is a rapidly growing township in south western Butler County. Jackson Township has many open space properties and parks and is currently improving its trail system.



## 2024 Municipal Internship Program Project Descriptions

### **Kilbuck Township, Allegheny County**

Andrew Wright, Township Manager  
343 Eichner Rd  
Pittsburgh, PA, 15237

#### **Dixmont Cemetery Revitalization and Website Modernization Internship**

Kilbuck Township is looking for a motivated intern who has a passion for history, computer skills and is comfortable speaking to a wide range of civic groups and citizens of all ages. The intern will drive positive change in Kilbuck through two main projects: the Dixmont Cemetery revitalization and website modernization.

The intern will modernize the municipal website to serve as a resource for residents by first benchmarking industry standards and best practices to understand what content and layout offers the most benefits to residents. Some of the sections that would need to be addressed include a public calendar, community activities, township roles and functions, forms and permits, minutes and agendas, financials, and the Dixmont cemetery database. The intern will research the costs associated and prepare a presentation and recommendation on the most cost effective website hosting option.

The internship will also include a visioning plan for the site of a former Hospital, which includes a 160-year-old cemetery. The Cemetery has recently been given to the municipality but the site has fallen into serious disrepair. Currently the 1,300 graves are marked only with simple, crumbling, numbered 12” concrete posts are on the verge of fading into history. The intern will bring that history to life through digitization, community mobilization and recommending cleanup efforts. The intern will develop a new searchable database to enable loved ones of former patients and historians to locate gravesites.

The intern would also organize a broad, end of summer, volunteer workday/days to clear the cemetery of downed trees and brush, re-stand headstones, and map gravesites by number. Volunteers would be recruited by meeting with local charities, municipal governments, and volunteer organizations. The intern will deliver a fully refreshed website that would be poised to grow with our community. A special section of the website will highlight and commemorate the Dixmont Cemetery.

#### **About Killbuck Township**

Kilbuck Township is a place where residents (population 773 people, Source: 2020 Census) enjoy the rustic charms of a community tucked away in wooded rolling hills, but is close to all the modern amenities, attractions and opportunities a big city has to offer. It offers the best of both worlds, an easy 15-minute drive to the heart of downtown Pittsburgh.





## 2024 Municipal Internship Program Project Descriptions

### **Leetsdale Borough, Allegheny County**

Maria Napolitano, Council President

373 Beaver St

Leetsdale, PA 15056

#### **Community Preservation, Communication, and Engagement**

This internship will implement the municipality's recently updated Comprehensive Plan, which identified a strong need for better and proactive code enforcement and interest in historical preservation.

The intern will work with staff and the Planning Commission to create a Community Preservation Code Enforcement Handbook that outlines the standards, expectations, procedures, and other relevant information on the topic in a concise and visually pleasing format. This will involve researching standards, regulations, and the pros and cons of complaint-driven vs proactive code enforcement, as well as local examples of successful code enforcement programs.

The intern will research historic preservation standards, guidelines, and resources to support the development of a Historical Preservation Ordinance. The intern will conduct a community meeting to solicit feedback in the development of both the Community Preservation Code Enforcement Handbook and Historical Preservation Ordinance.

The municipality has recently updated its website and now it is time to build it out with better content. The intern will organize the website information in a user-friendly fashion and develop a business directory and help with social media and engagement by developing a newsletter, digitizing community photos, and enhancing the social media presence.

#### **About Leetsdale Borough**

The Borough of Leetsdale is located in Allegheny County, Pennsylvania, approximately 11 miles northwest of Pittsburgh. It is located on the major waterway of the Ohio River and bisected by both the Norfolk Southern Railroad and Route 65. Leetsdale, a small borough of roughly 1200 residents, was incorporated on March 28, 1904 and is 1.1 squares mile in size.

Its main residential area is a dense suburban development, with Beaver St. providing a walking continuum through neighboring municipalities and a bus route downtown. Leetsdale is an attractive home to working families and retirees with affordable housing in a top-rated school district.

#### **Public Transportation Availability**

Pittsburgh Regional Transit



## 2024 Municipal Internship Program Project Descriptions

### **Moon Township, Allegheny County**

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

#### **Community Initiatives Coordinator**

Moon Township is seeking an intern to assist in the research, development, and administrative support of Community Development initiatives.

In collaboration with the Community Development Department and municipal Boards and Commissions, the intern will prepare communication pieces highlighting the significance of historical and environmental assets. This will include print and digital media outlining a strategy for execution and implementation.

Utilizing the existing Historical Preservation Plan, the intern will assist in the application submission process for the Commonwealth historical designation for recreational park assets. The Historical Preservation Plan should be reviewed for opportunities to implement previously identified goals, and areas for update.

The intern will work closely with the Environmental Advisory Committee (EAC) in the planning and execution of the annual Recycling Day event, which will include assisting in promotion of the event, day of coordination, and vendor close out. The intern will attend monthly EAC meetings to aid in the execution of council initiatives.

The intern will also support an update to the Comprehensive Plan by assisting in the initial data gathering process and coordination with local businesses to ensure they are connected to the update process.

#### **About Moon Township**

Moon Township has evolved significantly since its beginnings as a farm-based community. As one of the oldest townships in Allegheny County, founded in 1788, Moon Township had a total of 143 square miles. Moon Township's largest percentage of growth came in 1952 when the Greater Pittsburgh Airport was completed, dedicated, and opened for business in Moon Township. The Township is home to several high-profile national corporations, including FedEx Ground, GlaxoSmithKline, Eaton Electrical Group, Nova Chemicals, Inc., and Michael Baker Corporation. In addition, Moon Township also serves as the home of Robert Morris University, which has a very strong business curriculum and educates nearly 5,100 students annually.

#### **Public Transportation Availability**

Pittsburgh Regional Transit



## 2024 Municipal Internship Program Project Descriptions

### **North Braddock, Allegheny County**

Nathan Bish, Borough Manager  
600 Anderson Street  
Braddock, PA 15104

#### **Inter-Municipal Planning Intern**

As an area once at the heart of urbanization and industrialization, North Braddock is seeking an intern to support the revitalization of the community.

This internship will support various inter-municipal cooperation initiatives that encompass improvements to management practices, modernizing municipal finances, blight mitigation, and police regionalization.

The Inter-Municipal Planning Intern will play a vital role in supporting the borough to advance these initiatives through strategic planning, grant writing, and research of best practices to benchmark current efforts. This is a great opportunity for an intern to spearhead municipal initiatives from their beginning stages.

The intern will document the various planning efforts for coordination and marketing purposes to include the creation and management of a data management system. The intern will work with Administration to assist in meeting logistics, stakeholder engagement, and developing informational presentations for administrators and elected officials.

The intern will have the opportunity to build their network of professional contacts as they will be responsible for actively participating in meetings with regional Non-Profits, local governments, and consultants. This internship will be responsible for gaining a broad overview of the challenges and opportunities associated with municipal and multi-municipal partnerships centered around community revitalization.

#### **About North Braddock Borough**

The Borough of North Braddock is located 10 miles southeast of Pittsburgh, has a population of 4750 and comprises approximately 1.64 sq. miles. North Braddock Borough has a lot to be proud of, a formidable football town, a town of small businesses (some gone), home of the Andrew Carnegie steel industry (US Steel) and a town that has become a perfect venue for the film industry.

#### **Public Transportation Availability**

Pittsburgh Regional Transit



## 2024 Municipal Internship Program Project Descriptions

### **North Versailles Township**

Louise Beswick, Commissioner  
1401 Greensburg Ave  
North Versailles, PA 15137

#### **Implementable Comprehensive Plan Analyst**

Currently, North Versailles Township has no comprehensive plan. This internship will set the foundation for the completion of a Comprehensive Plan that will position the community for economic revitalization and community renewal.

The intern will do research, interviews, and make conclusions based on information gathered to begin the stages for an implementable comprehensive plan for the municipality. Quantitative and qualitative research will be conducted as the intern will gather and analyze data needed to identify and address issues and concerns of the present and what the community will likely face in the future.

Working with elected officials and staff, the intern will generate a community questionnaire to help determine the five key issues and rank them in order of importance. The intern will have the opportunity to interact with elected officials and staff, Allegheny County leaders, local business leaders, and community residents to get their input and determine steps to address the issues.

At the conclusion of the internship, the intern will prepare a final report with recommendation delivered in a formal presentation to the governing body. The report will list issues the officials consider starting in the next 12 months.

#### **About North Versailles Township**

North Versailles is a first-class township in Allegheny County. A primarily residential community approximately 12 miles southeast of Pittsburgh. The Township has a total area of 8.3 square miles. According to the 2020 Census, there are 10,074 people and 4,782 households in North Versailles.

North Versailles is in close proximity to downtown Pittsburgh, the parkways, and the Pennsylvania Turnpike (9 miles). Just minutes to Downtown Pittsburgh, the Municipality of Monroeville, the Waterfront Shopping area, Kennywood and Sandcastle, North Versailles offers easy access to many shopping centers and entertainment activities.

#### **Public Transportation Availability**

Pittsburgh Regional Transit to Walmart in North Versailles appx. 1/2 mile from the township



## 2024 Municipal Internship Program Project Descriptions

### **Municipality of Penn Hills**

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

#### **Parks and Recreation Revitalization Intern**

As the design and engineering of the Verona Oakmont Penn Hills Plum Trail Connector ends, it is time to discuss the maintenance and stewardship of the Trail to ensure that the health and sustainability of the Trail continues long into the future.

This internship will support implementation of a multi-municipal recreational trail project to address maintenance and stewardship. The intern will work closely with the Public Works, Recreation and Planning Departments to develop a Comprehensive Parks, Recreation, and Open Space Plan to guide the use of the community's recreation and open space into the future with an emphasis on the sustainability of the trail.

The work provided by the intern will be an important part of the development of many years of recreation and trail development that will extend into the future and assist in sustaining the energy and enthusiasm required to complete a project of this scale. The proposed Parks, Recreation and Open Space Plan will ultimately be adopted by the governing body and guide future decision making.

An important aspect of planning and development includes public meetings with stakeholders, residents, and local government officials. The intern will be encouraged to participate in public meetings and assist in setting up presentations, public speaking, note taking, question and answer sessions and keeping track of participant records.

The intern will meet with the recreation and public works directors of the municipality and the four other communities in the preparation of the Plan. In addition, they will be encouraged to participate in monthly Zoning Hearing Board, Planning Commission and Governing Body meetings that may or may not be associated with the project but add value to the intern's overall experience. The Intern work with planners and municipal staff who interact with the public throughout the day, which will impart valuable knowledge of local government operations. Finally, in August, there will be a table at Penn Hills Summerfest where the intern will have an opportunity to talk with residents about the VOPP Trail and the proposed Plan.

#### **About the Municipality of Penn Hills**

The Municipality of Penn Hills strives to attain a community which emphasizes the development and enrichment of human life through an environment which recognizes the worth and dignity of all its citizens and in which citizens can live in peace and security. Penn Hills is a township with home rule status in Allegheny County, Pennsylvania, United States. The population was 41,059 as of the 2020 census. A suburb of Pittsburgh, Penn Hills is the second-largest municipality in Allegheny County.

#### **Public Transportation Availability**

Pittsburgh Regional Transit .3 miles from the Municipal Building



## 2024 Municipal Internship Program Project Descriptions

### **Pine Township**

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

#### **Human Resources Modernization**

This internship will assist the Human Resource department with modernizing their system from their current paper system to an electronic system.

The intern will work closely with the Human Resources Administrator to ensure that the Department's infrastructure has a foundation of consistency, efficiency and modernization to support the growing human capital asset of the Municipal Workforce.

The intern will assist the modernization by using and implementing advanced software. This software may include iSolved/CTR, MS Word, MS Excel or TEAMS. These modernizations will help make the office greener by using less paper and physical office supplies, increasing HR efficiency by centralizing documents and information on the 'got to hub', and to assist with ensuring compliance with expired certifications.

There are many blocks necessary to build a solid foundation and the intern will play a key role in this by accomplishing the following goals:

1. Certification Audit & Compliance
2. Employee Electronic Records Transformation
3. Develop A Central Employee Information Hub

Through these activities, the Human Resources intern will gain knowledge blended with qualitative/quantitative experiences, in:

1. Functional importance of Human Resources in a local government setting;
2. Compliance requirements;
3. Use and purpose of a Human Resources Information System (HRIS);
4. Employee records and retention;
5. Procedure and policy drafting;
6. Engagement and communication with staff and leaders.

#### **About Pine Township**

Established in 1796, Pine Township is a rapidly growing community located in northern Allegheny County with a population of 14,691 (2020 census).



## 2024 Municipal Internship Program Project Descriptions

### **Stowe Township**

Roberta Farls, Stowe Township Secretary  
555 Broadway Ave  
McKees Rocks, PA 15136

### **Community Revitalization & Grant Intern**

Stowe Township is looking for an intern to assist in the management and development of multiple initiatives to make the community a more inviting place to live and work.

This internship will assist in the development community gardens and support revitalization efforts ,which is part of a larger project to make the community a more inviting place.

The intern will gain grant writing experience as they spearhead the community's application to Grow Pittsburgh. The intern will document potential locations for community gardens through field work and in collaboration with the master gardener. Surveys and interviews with neighbors in the potential garden areas along with the staff at Grow Pittsburgh will provide the proper research and information to develop community gardens. The intern will be responsible for data collection and analysis with the outcome to include a final report suitable for presentation to the governing body, funders, and media.

The intern will support an update to the municipality's rental database of landlords and properties. Work will include independent research to update Stowe's landlord and property database and may involve communication with landlords through phone, email, and in person meetings if necessary. The outcome will be to verify landlord contact information; tenant information; what (if any) permits are needed or expired, in addition to verifying that properties taxes have all been paid and are up to date.

### **About Stowe Township**

Stowe Township is a small urban community with a population of around 6,000. With a strong ethnic heritage, the Township's many neighborhoods reflect this history.

### **Public Transportation Availability**

Pittsburgh Regional Transit



## 2024 Municipal Internship Program Project Descriptions

### **Swissvale Borough**

Greg Bachy, Borough Manager  
7600 Evans St  
Swissvale, PA 15218

### **Budget and Finance Intern**

Swissvale is modernizing through using best practices and technology to benefit the residents and the office staff. To support this project, Swissvale is looking for a Budget and Finance Intern. The intern will be completing a narrative budget and budget template for future use in subsequent budget years while also assisting with the implementation of an online bill paying process.

The internship will be broken into two finance related projects.

The first project is to create a thorough and detailed narrative budget. Currently, our municipal budget is just the listing of the Chart of Accounts listing the amounts budgeted for each line item, increase/decrease over previous years and percentage increase/decrease over previous year. The intern will be required to create a budget that details each department overall revenues and where they are derived from along with all expenses and provide details of these expenses. There will also be an area for explanation of the changes in every department.

The second component of the internship will be to assist the Manager and Finance Consultant with the implementation of an online bill payment process, research and develop policies for online bill payments, and develop and implement approval and tracking systems for the online bill payments since currently, almost 99% of all invoices are paid by check.

If time permits, the intern can also assist with developing policies and procedures for acceptance of credit card payments for most municipal fees such as building permits, occupancy permits, parking tickets, real estate taxes and trash fees.

### **About Swissvale Borough**

Swissvale is a small urban community in Allegheny County located just nine miles east of downtown Pittsburgh. Swissvale is a safe, comfortable and quiet community with a great mix of residential and business areas and has the recognition as a certified “Sustainable Pennsylvania Community” and a Tree City.

### **Public Transportation Availability**

Pittsburgh Regional Transit





## 2024 Municipal Internship Program Project Descriptions

### **Turtle Creek Valley Council of Governments**

Natalie Merola, Utility Billing & Code Enforcement Manager  
2700 Monroeville Blvd  
Monroeville, PA 15146

#### **Data Coordinator and Rental Property Analyst**

The Turtle Creek Valley Council of Governments (TCVCOG) brings together 20 municipalities to work together to find efficient, cost-effective solutions and programs that benefit the member communities and more than 175,000 residents that call them home.

This internship will involve multi-municipal planning efforts to document and understand the location of rental properties, who owns them, with an emphasis on Limited Liability Corporations (LLC).

This project will include working with local town, county and state personnel to gather and document information. The intern will work with a proprietary software tool to facilitate communication between towns regarding bad actors and strategize how to pull in data from existing sources to inform future permit denial through Act 90. The intern will work with staff to create a specification for a tool to allow both users and non-users of the system to communicate with problem property owners.

The intern will also research property owners such as LLC's that purchase low-cost properties in struggling regions with plans of redevelopment, but they often neglect the properties and contribute to the problem of blight. To protect vulnerable residents and the housing market in the region, it is important to hold these entities accountable. During the internship, the intern will gain an understanding what LLCs exist and where they are within municipal boundaries. This information will be sought through various sources, such as on the ground research and internet communication. Next, the intern will communicate this information with member communities. Spreading this information will allow for a multi municipal approach that creates a more streamlined and regional strategy for holding LLC's accountable. Once this information is collected and shared, intern will create a top 10 offender list via the PA Docket to inform with local code enforcement providers.

#### **About Turtle Creek Valley COG**

A COG, short for council of governments, is an organization of local governments that work cooperatively to maintain and improve their communities. The Turtle Creek Valley Council of Governments (TCVCOG) is a non-profit organization founded in 1971 when eleven municipalities decided to work cooperatively to implement efficient, cost-effective programs that improve the communities they served.



## 2024 Municipal Internship Program Project Descriptions

### **Verona Borough**

Stefaine Woolford, Borough Manager  
736 East Railroad Ave  
Verona, PA 15147

#### **Strategic Plan Coordinator**

The Borough of Verona has endeavored to create a stable working environment with consistent leadership to best serve residents and staff. It began reviewing the management processes in-house while at the same time discussing the start of a 5-year Strategic Plan. The Borough is currently working with Dailey Operation Consulting on a Strategic Management Planning Program funded through DCED. This program will allow the Borough to review the strengths and weaknesses of its overall financial position.

To assist with the project, the Borough of Verona is seeking a talented, self-motivated Strategic Plan Coordinator intern to work with Council and municipal employees to help develop an outline for the completion of a 5-year Strategic Plan.

Activities will include:

1. Reviewing 5-year Strategic Plans of similar municipalities
2. Creating a key stakeholder list with a plan to reach out to them
3. Initiating a plan on reaching out to and engaging residents

In addition, the Strategic Plan Coordinator will work with the Manager to review the best methods needed to ensure strategic goals are reached for effective management of the municipality. This will include reviewing ordinances, policies, and procedures to determine any changes or additions that need to be implemented. The intern will conduct stakeholder interviews with employees and elected officials to ascertain what areas they feel need to be improved. The outcome will be a formal report to the governing body.

#### **About Verona Borough**

Verona is a riverfront small urban community located about 13 miles northeast of downtown Pittsburgh, along the left bank of the Allegheny River. As of the 2020 census, the borough had a population of 2,492.

#### **Public Transportation Availability**

Pittsburgh Regional Transit/ PRT-Oakmont Flyer: P78