

**2024**



# **MUNICIPAL INTERN PROGRAM EXECUTIVE SUMMARY**

**A COMPLETE COLLECTION OF PROJECT DESCRIPTIONS**



# Municipal Intern Program

The Municipal Intern Program (MIP) is a unique workforce development initiative that introduces undergraduate and graduate students to careers in local governments, Councils of Governments, and municipal authorities.

Students complete important community projects while gaining practical skills as they build a professional network of peers and mentors.

Setting the stage for the next generation of leaders, MIP establishes the foundation for a successful career in local government.

This publication is the collection of Intern Projects completed by the Graduates of the Municipal Intern Program, Class of 2024.

## Program Sponsors



# Thank you to our 2024 MIP Program Instructors

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*Chief of Police*  
Hampton Police

**COREY YOUNG, PH.D.**  
*Director of the Center for Energy Policy and Management (CEPM)*  
Washington & Jefferson College

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# 2024 Municipal Interns

## **NAKEYA MOSLEY**

**Trinity School for Ministry, Masters of Divinity**  
Borough of Ambridge, Blight Study and Data  
Inventory Collection Intern

## **MATTHEW THOMAS**

**Saint Vincent College, Political Science**  
Chartiers Township, Municipal Database and  
Infrastructure Asset Management Intern

## **JAKOB WELLS**

**Western Governors University, Undecided**  
Churchill Borough, Public Detail Specialist

## **CHRISTIANNE ACCURSO**

**University of Pittsburgh, GSPIA**  
Borough of Crafton, Land Value Tax Exploration  
Intern

## **GWENYTH PRINCE**

**Georgetown University, Government and English**  
Jackson Township, Southwest Butler Regional  
Planning Intern

## **MARCO WERTHEIMER**

**University of Pittsburgh, GSPIA**  
Jackson Township, Southwest Butler Regional  
Planning Intern

## **MADYSON SMITH**

**PennWest Clarion University, Communications**  
City of Johnstown, Technology Coordinator

## **HAILEY MCCLAIN**

**Thiel College, Political Science and Public Policy**  
Kilbuck Township, Website Modernization and  
Dixmont Cemetery Revitalization

## **THEODORE ALMETER**

**Grove City College, Political Science**  
Borough of Leetsdale, Community Preservation,  
Communication, and Engagement Intern

## **FAITH TURAMYE**

**LaRoche University, Management Information Systems**  
Local Government Academy, Customer  
Relationship Management Software Intern

## **FAUST CANDIDE**

**University of Pittsburgh, Politics and Philosophy**  
Local Government Academy, Municipal  
Internship Program Coordinator

## **KEVIN BERTHA**

**University of Pittsburgh, GSPIA**  
Monroeville, Strategic Plan Intern

## **MEREDITH FELDE**

**University of Pittsburgh, Sociology**  
Township of Moon, Community Initiative  
Coordinator

## **KELSEY POHLIG**

**University of Pittsburgh, Economics and Political Science**  
North Versailles Township, Implementable  
Comprehensive Plan Analyst

## **JACK SCHLOTTER**

**University of Pittsburgh, Environmental Science**  
Penn Hills, Parks and Recreation Revitalization  
Intern

## **MADelyn KRESS**

**Kent State University, Human Resource Management**  
Pine Township, Human Resources Modernization

## **HANNAH YOUNG**

**Mercyhurst University, Finance and Human Resources**  
Pine Township, Human Resources Modernization

## **ISAAC STEPHENS**

**University of Pittsburgh-Greensburg, Political Science**  
Borough of Swissvale, Budget and Finance Intern

## **MELINDA GO**

**University of Pittsburgh, GSPIA**  
Turtle Creek Council of Government, Data  
Coordinator and Rental Property Analyst

## **JOSEPHINE CANTELMO**

**University of Pittsburgh, Political Science**  
Borough of Verona, Strategic Plan Coordinator

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# Nakeya Mosley

## Borough of Ambridge

Blight Study and Data Collection Intern

Supervisor: Mario N. Leone

Dates: June—August 2024

### Executive Summary

Ambridge, Pennsylvania, with its rich industrial heritage, is undergoing significant revitalization to transition from its past economic decline. These efforts aim to attract new businesses, improve the quality of life for residents, and enhance the neighborhood's appeal. During the summer of 2024, I participated in an internship focused on a detailed blight study and data collection in Zone 4.

In my role, I identified and documented unfavorable neighborhood conditions to support revitalization strategies. This involved conducting detailed on-foot surveys, recording observations, and collecting photographic evidence of property conditions. The data was compiled and analyzed using GIS mapping software to provide a clear visual representation of the findings.

The study revealed that better-maintained properties (Grades A and B) had higher occupancy rates, while those in poorer condition (Grades D and F) were more likely to be vacant. A significant number of non-owner occupied properties were in poorer conditions, indicating issues with absentee landlords or insufficient maintenance.

Based on these findings, I developed strategic recommendations to improve property conditions and reduce vacancies.

In summary, my internship in Ambridge provided a solid foundation for future neighborhood enhancement projects, contributing significantly to the town's revitalization efforts and aiming to transform Ambridge into a vibrant, attractive community.

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### Education

- Master of Divinity, Trinity School for Ministry ('26)
- Bachelor of Arts in Architectural Studies, University of Pittsburgh

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### Professional Affiliations

- Municipal Intern Program



Me and Mario, the Borough Manager, discussing the progress of the project.

# Matthew Thomas

## Chartiers Township

Community Development Data Specialist Intern

Supervisor: Jennifer Slagle

Dates: May—August 2024

### Executive Summary

Chartiers Township is a small rural residential community in Washington County. With many new developments and industries, it is a rapidly growing community committed to serving its residents with the utmost professionalism. Chartiers acquired Geographic Information System (GIS) software to improve its efficiency and effectiveness. This acquisition made it easier for township employees to locate township lines, property lines, and stormwater outlets.

As a Community Development Data Specialist intern at Chartiers Township, my job was to expand the GIS System to incorporate building permits and Variances. To do this, I sorted through the township's archived files, reviewing them for particular information to be enter into the GIS database

During my time at Chartiers, I transferred all 3,100 Building permits and 450 Variances into the GIS system, leading to a more efficient way of identifying up-to-code structures. This is imperative due to the rapid development of the Chartiers community, so the township can Identify unpermitted structures more efficiently.

Additionally to these tasks, I have gained much professional development and understanding of municipal operations by sitting on a board of Supervisors meetings, as well as great exposure to the daily operation Public workers and the Police department, including in dept review and discussing of the budget process and implication.

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### Education

- Bachelors of Political Science, minor in English and Legal Studies, ('26)

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### Professional Affiliations

- Saint Vincent's College Mock Trial team
- Saint Vincent's Moot Court team
- Municipal Intern Program



This is me gathering building permits from our records room by taking them out of the boxes and entering it into our GIS system.

# Jakob Wells

## Churchill Borough

Public Detail Specialist/Municipal Intern

Supervisors: Michelle McAndrew, Ashley Brown

Dates: May—September 2024

### Executive Summary

As the Public Detail Specialist at Churchill Borough, it is my job to assist with the Borough's Budget, Budget Narrative, and the 5-Year Capital Improvement Plan. I am responsible for understanding the importance of taxpayer dollars and how it aligns with the Borough's values and desired outcomes.

Unlike some larger municipalities, the Churchill Borough administration (including public works admin) consists of four individuals. These four professionals oversee ALL of the Borough's efforts of public works, community development, recreation, and administrative responsibilities to support the entire Borough, including the police, which falls under the Mayor perview.

Having such a small number of staff, I gain invaluable experience working very closely with Ashley Brown, our Assistant Manager/Finance Officer, and Michelle McAndrew, our Borough Manager on staying consistent and adaptive while various unexpected events in our community such as sinkholes and manhole collapses that require a large portion of our small budget.

I've also been facilitating a close working relationship between the Borough and our Community through organizing events and meetings, and spreading the word on our website, Facebook, and Instagram.

My internship has been a transformative experience that has equipped me with a diverse range of knowledge, skills, and practical insights.

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### Education

- Western Governor's University

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### Professional Affiliations

- Municipal Intern Program



This is Ashley and I standing in front of a map of Churchill

# Christianne Accurso

## Borough of Crafton

Land Value Tax Intern

Supervisor: Jim Price

Dates: May—August 2024

### Executive Summary

Crafton Borough is a small municipality just outside of the City of Pittsburgh. Its proximity to downtown, access to public transportation via busway and walkable size, make the municipality a great place to live and prime for investment and development. The team has been diligently working on several different tactics to improve quality of life and spur healthy development in the municipality. One such initiative being explored is the land value tax (LVT).

As the land value tax intern, I have been exploring what the implementation of a land value tax in this municipality might look like, who it would affect and by how much. We met with various experts and policy makers to gather a greater understanding of the implications of this policy and what would be needed in for it to be beneficial to the community, such as regular property assessments.

In my time as intern, I have completed historical research on the LVT and completed a comprehensive assessment of possible outcomes of the LVT by projecting at the parcel level the future tax impact while maintaining constant revenue. I have created maps using ArcGIS to display this data.

Additionally, I have created a comprehensive list of residential and commercial rental units as well as a complete list of businesses located in Crafton. Other tasks include, helping with budgeting files as well as creating maps of all public staircases in Crafton by conducting field work to obtain coordinates.

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### Education

- Masters of Public Administration, Concentration in Urban Affairs and Planning, University of Pittsburgh, ('25)
- Bachelor of Science in Business Administration, Concentration in International Business, Minor in Economics, Southern Connecticut State University, ('22)
- Bachelor of Science in Anthropology, Concentration in Cultural Anthropology, Southern Connecticut State University, ('22)

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### Professional Affiliations

- Municipal Intern Program



This is me, with borough manager, Jim Price and members of the LGA team on a site visit in Crafton, PA.

# Gwenyth Prince

## Jackson Township

Southwest Butler Regional Planning Internship

Supervisor: Chris Rearick

Dates: May—July 2024

### Executive Summary

Jackson Township is situated within the southwest quadrant of Butler County, PA, about 25 miles north of Pittsburgh. Jackson is unique in its history steeped in agriculture and its current continuing development.

As an intern for Jackson Township, my primary task has been to conduct research that contributes to the township's updated Comprehensive Plan. My research consists of conducting survey interviews with key stakeholders in the township. I have interviewed constituents whom have various roles in the community, including businessowners, realtors, residents, and developers. In these interviews, I am able to engage directly with constituents and their concerns for their community.

My research has also involved data compilation and analysis. I have compiled census data from the U.S. Census Bureau and analyzed trends in the township and surrounding municipalities. I have also engaged with school enrollment data from the Pennsylvania Department of Education in order to plan for recreational land use for Jackson's youth populations.

In addition to my work with the Comprehensive Plan, my time as an intern with Jackson Township has allowed me to expand my knowledge on the proceedings and practices of local governance. I have been able to meet and work with many inspiring local governance professionals who are just as impassioned to help their local communities as I am.

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#### Education

- Bachelor of Science in Government and Bachelors of Art in English ('26), Georgetown University

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#### Professional Affiliations

- Municipal Intern Program



Me, pictured at the Jackson Township office.

# Marco Wertheimer

## Jackson Township

Intern

Supervisor: Chris Rearick

Dates: May—August 2024

### Executive Summary

To support Jackson Township’s administrative authorities, I have conducted an analysis of business and development trends in the surrounding municipalities and metro area using recent US Census data and insights from regional governmental leaders. This endeavor has required significant time and effort to obtain, organize and analyze data.

My responsibilities have included gathering local business data, analyzing trends, creating charts and figures, identifying the largest local employers and industries, and comparing business data across different municipalities. I have also presented my investigations’ key findings to local business and governmental leaders. Furthermore, I have administered surveys on infrastructure development plans to regional government leaders to aid Jackson Township’s Council of Government in formulating a Capital Improvements Plan. Additionally, I have organized Jackson Township municipal codes to ensure compliance with current government standards.

During my tenure with Jackson Township, I have successfully gathered and analyzed local business data and collaborated with regional governmental leaders. These efforts have provided valuable insights for Jackson Township officials to better understand the township and regional business and development landscape, facilitating the creation of a fruitful Capital Improvements Plan. This work has bolstered their ability to manage the township effectively and address the needs of local businesses and residents.

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#### Education

- Bachelor of Arts: Government and Law, Lafayette College, ('22)
- Master of Public and International Affairs (MPIA) Candidate, University of Pittsburgh Graduate School of Public and International Affairs (GSPIA), expected graduation ('25)

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#### Professional Affiliations

- Municipal Intern Program
- GSPIA



This is me standing by the Jackson Township Administrative Offices Entrance

# Madyson Smith

## City of Johnstown

Technical Coordinating Intern

Supervisors: Amber Berezansky & Theresa Rowe

Dates: June—August 2024

### Executive Summary

As a Technical Intern at City Hall, my primary focus has been to analyze the existing software and hardware infrastructure across City Hall, the Fire Department, Public Works, and the Police Department. This involves a comprehensive assessment of the current systems to identify areas for improvement, inefficiencies, and potential upgrades. Alongside this analytical work, I have dedicated myself to researching new software and technological advancements for all departments. This research aims to uncover innovative solutions that can be recommended and implemented to enhance the efficiency and effectiveness of municipal operations. Another significant aspect of my internship involves digitizing historical records, including scanning and organizing employee cards, ordinances, and other critical documents.

During my time at City Hall, I have conducted a thorough analysis of the software utilized by each department. Following this analysis, I researched and identified software solutions that would not only meet the specific needs of each department but also integrate seamlessly with the overall system architecture.

In addition to these efforts, I have successfully digitized a multitude of employee records and ordinances, thereby contributing to the preservation and accessibility of important historical documents. I have compiled comprehensive reports for each department, detailing my findings and recommendations. These reports were presented to elected officials to ensure that the proposed technological enhancements can be implemented.

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#### Education

- Bachelor of Communications with minor of Corporate Business ('26)
- Associate of Liberal Arts and Sciences ('22)

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#### Professional Affiliations

- Municipal Intern Program



Captain Chad Miller and I analyzing the Police Departments Software.

# Hailey McClain

## Kilbuck Township

Community Engagement and Digital Initiatives Intern

Supervisor: Andy Wright

Dates: May—August 2024

### Executive Summary

During my internship at the municipality of Kilbuck Township, I facilitated the organization and execution of a successful community clean-up day for the Dixmont State Hospital Cemetery. This event addressed critical maintenance needs while promoting community engagement. I coordinated and helped plan all aspects of the event, ensuring that its execution was seamless while following project timelines.

Additionally, I developed promotional materials including flyers, shirts, infographics, and social media posts to effectively market the clean-up event. These efforts significantly boosted participation, demonstrating my ability to use digital communication strategies for impactful community outreach. These efforts proved effective with 35 volunteers, a PA House Representative, and over 28 different businesses and community leaders volunteering to help, donate, or promote this event.

Furthermore, I developed a user-friendly and visually appealing website for Kilbuck Township entirely from scratch, using a new content management system. This enhanced accessibility and user experience for residents and the administration. I also provided training to township staff on website management and content updates, equipping them with the ability to maintain the website independently.

Throughout my internship, I acquired skills in project management through community event planning, digital communication, and website creation. These contributions not only enhanced township services but also promoted stronger community relations, and provide me with many experiences that I will use in my future successes.

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### Education

- Bachelor of Arts in Political Science and Public Policy ('24)
- Master of Public Administration ('26)

### Contact

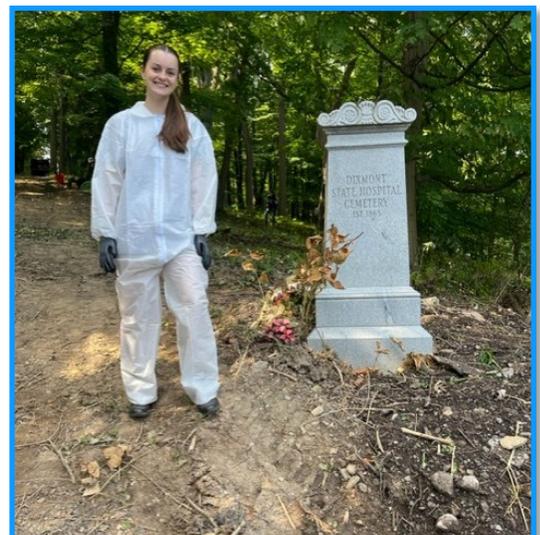
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### Professional Affiliations

- Municipal Intern Program



This is me at the Dixmont State Hospital Cemetery after I coordinated a successful community clean-up day!

# Theodore Almeter

## Borough of Leetsdale

Community Revitalization Intern

Supervisor: Maria Napolitano

Dates: May—August 2024

### Executive Summary

My time as an intern for the Borough of Leetsdale has offered me hands-on and practical experience in the field of local government. Working under the Council President exposed me to a wide range of challenges as well as problem-solving skills needed to succeed in municipal management. My primary focus during the internship was to create community resource guides to help residents better understand code enforcement, research potential grants and funding through historical preservation, and finally add new content to the Borough website.

Leetsdale has looked to improve and update its code enforcement system to better serve the residents. My focus was to create a user-friendly brochure and detailed guidelines packet that helped citizens understand the basis of code enforcement, what the process looked like, and answer any common questions and concerns. Developing these resources culminated in a community meeting for residents to voice their opinions on the code enforcement system and express any changes they want to see. Another project I worked on was researching how Leetsdale can protect historic aspects of the Borough while also accessing funding and grants. This project enlisted a number of meetings with local historical preservation consultants who helped guide my research and explain the process of preservation. I helped create a draft ordinance on historical preservation which, although in its early stages, will hopefully set the foundation for protecting historically significant sites in Leetsdale. Finally, I assisted the Leetsdale webmaster in adding content to the Borough website. This included digitizing photo albums, compiling a business directory, and creating a New Resident Guide to help people moving into Leetsdale.

My projects at Leetsdale have helped spearhead the Borough's digital outreach efforts, educate the community on the benefits of historical preservation, and help residents better understand the process of code enforcement. The internship has exposed me to the many different facets and elements of local government. The Borough of Leetsdale has given me valuable skills and experience to pursue any of my career goals.

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### Education

- Bachelor of Political Science, Grove City College ('25)

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### Professional Affiliations

- Municipal Intern Program



Group photo of myself and other volunteers helping pack food bags for the Leetsdale Food Pantry.

# Faith Turamye

## Local Government Academy

Customer Relationship Management  
Software Intern

Supervisor: Joy M. Ruff, AICP, Executive Director

Dates: May—August 2024

### Executive Summary

The Local Government Academy (LGA) is dedicated to delivering education and technical support to municipalities across Southwestern Pennsylvania. To enhance its operational efficiency, LGA recently acquired a new CRM software, Little Green Light (LGL). This acquisition aims to create a fully functional and modernized constituent database, ensuring the organization can implement its programs and support municipalities more effectively.

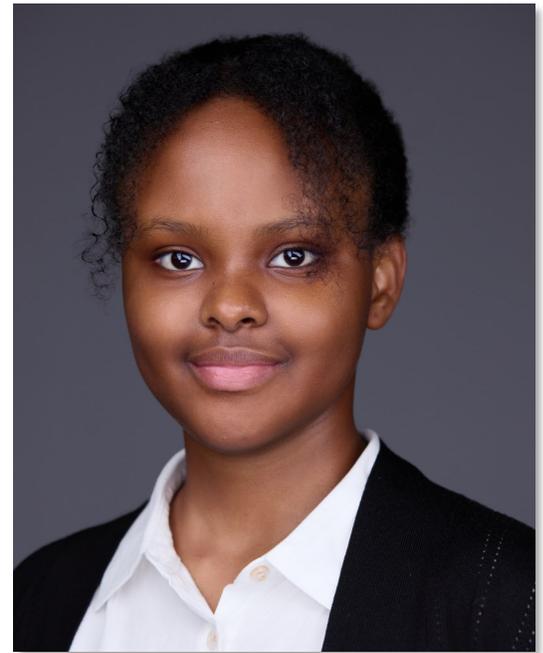
As a Customer Relationship Management (CRM) Software Intern at LGA, my primary focus has been on utilizing LGL to clean, organize, and optimize LGA's constituent data as well as integrate older data into the system. This data, transferred from a previous CRM system, required significant processing to become fully usable. My responsibilities include identifying and eliminating duplicate entries and grouping constituent data, specifically focusing on municipalities and former interns. Additionally, I have been building and managing events within LGL to improve the tracking and coordination of LGA's activities. Furthermore, I have been providing strategic recommendations on how best to utilize LGL for LGA's specific needs.

During my time at LGA, I have successfully cleaned and organized the majority of LGA's constituent data, leading to improved accuracy and efficiency in data retrieval and usage. My efforts facilitated the seamless integration of data into the new CRM system, ensuring continuity and usability of historical information.

In addition to these technical tasks, this internship has provided exposure to the diverse aspects of nonprofit and municipal operations through participation in organizational meetings database management within the context of LGA's mission.

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#### Education

- Bachelors of Science in Management Information Systems and Management, LaRoche University ('25)

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#### Professional Affiliations

- Municipal Intern Program



This is me helping to organize the interns' development day by helping with registration and other set up needs.

# Candide, Faust

## Local Government Academy

Municipal Intern Program Coordinator  
Supervisor: Joy M. Ruff, AICP, Executive Director  
Dates: June—August 2024

### Executive Summary

As a soldier returning home from active duty, I had the opportunity to intern at the Local Government Academy (LGA) through the United States Army's Career Skill Program (CSP). The CSP allows returning service members to intern at an organization of their choice. I chose LGA to learn how Pennsylvania local government operates, acquire program management skills, and develop a professional network.

As the program coordinator, I worked with a range of municipalities, municipal managers, staff, and other key stakeholders, acting as the liaison between the placement sites and LGA. My main priorities included conducting one-on-one meetings, site visits, ensuring intern/supervisor satisfaction, and collaborating with staff. These activities ensured that I would get to know the interns and supervisors well. I coordinated, planned, and participated in six professional development sessions, both online and in person. My main contribution was introducing the Municipal Intern Program LinkedIn Group.

The LinkedIn Group was designed to market the MIP to a broader audience. It becomes a networking tool and serves as a platform for "intern spotlights," creating a professional digital footprint for the interns to publicize their summer projects.

Throughout my journey, I noticed that MIP alumni were everywhere. They were municipal managers, key stakeholders, and had advanced beyond local government into state government. This is because the MIP equips future professionals with essential tools to enter the municipal workforce: comprehensive professional development, valuable work experience, and robust networking connections.

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### Education

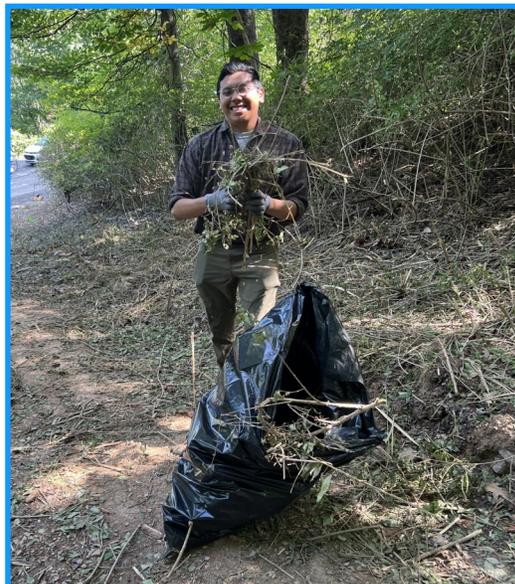
- Bachelor of Politics & Philosophy, University of Pittsburgh ('26)

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### Professional Affiliations

- United States Army's Chemical Corps
- Municipal Intern Program



Normally I visit a site and interview the intern, at Kilbuck I was a community clean up volunteer!

# Kevin Bertha

## Municipality of Monroeville

Strategic Plan Intern

Supervisor: Alexander J. Graziani

Dates: May—August 2024

### Executive Summary

During my time as the Strategic Plan Intern for the Municipality of Monroeville, I was deeply involved in developing and refining the town's strategic planning processes.

My role involved creating a comprehensive strategic plan by evaluating current policies, identifying areas for improvement, and suggesting practical strategies. I worked closely with municipal leaders to make sure our efforts were aligned with Monroeville's long-term vision.

In addition to policy evaluation, I facilitated meetings and communication with various local government departments and external partners. These interactions were crucial for gathering diverse perspectives and ensuring our strategic vision was inclusive and comprehensive. I often worked to bridge gaps between different departments, fostering a collaborative environment where all stakeholders' voices could be considered.

I also took on data analysis, prepared detailed reports, and conducted thorough research on best practices. This work helped us benchmark Monroeville against similar municipalities and explore innovative approaches to local governance.

Additionally, I reviewed existing policies, offering recommendations for updates, and managed several projects related to the strategic plan. These efforts laid a strong foundation for Monroeville's future initiatives, aiming to promote sustainable development and enhance the quality of life for residents.

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### Education

- Bachelor of Arts, Politics & Philosophy, University of Pittsburgh ('20)
- Master of Public and International Affairs, University of Pittsburgh ('25)

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### Professional Affiliations

- Municipal Intern Program
- GSPIA



Discussing strategic planning and stakeholder engagement to shape Monroeville's future initiatives.

# Meredith Felde

## Township of Moon

Community Initiatives Coordinator Intern

Supervisor: Katie Stringent

Dates: May—August 2024

### Executive Summary

Bordering the Pittsburgh International Airport, Moon Township is one of Allegheny County's oldest and most populous municipalities, with more than 27,000 residents. As Moon Township's intern, I assisted in the research, development, and administrative support of a broad variety of Community Development initiatives.

For one of my main projects, I was afforded the privilege of conducting research on the extensive archives of the Moon Historical Society. I utilized my findings to write a historical narrative of the Township's Robin Hill Park for a Determination of Eligibility application for the National Register of Historic Places. Such an application could open up funding opportunities for the restoration of the park's assets in the future.

In addition to research, I spearheaded front-facing projects such as designing and distributing citizen stormwater management guides at the Moon Market. I'm especially proud of my work producing a "Community Development 101" episode for the Moon Area Government television channel in collaboration with my supervisor Katie Stringent. She and I filmed an informal 30-minute conversation to acquaint residents with the Community Development department's resources. Preparing for this episode deepened my understanding of zoning, planning, and code enforcement.

Throughout my internship, I supported the preliminary phase of the creation of an updated Comprehensive Plan for Moon Township. I evaluated the prior 2015 plan for strengths and weaknesses, contemporized its background data, recommended goals for the new plan, and drafted a revised community survey. Through this project, I developed an interest in the complex task of retrofitting suburban land use for connectivity and environmental sustainability.



### Education

- Bachelor of Arts in Sociology, University of Pittsburgh ('24)

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### Professional Affiliations

- Municipal Intern Program



A behind-the-scenes photograph of my supervisor Katie Stringent and I preparing to film our "Community Development 101" episode for Moon Area Government TV.

## Municipal Intern Program

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# Kelsey Pohlig

## North Versailles Townships

Comprehensive Plan Analyst

Supervisor: Louise Beswick

Dates: May—July 2024

### Executive Summary

Chosen through a rigorous selection process, I was assigned to lay the foundation for North Versailles Township's Comprehensive Plan, aimed at economic revitalization and community renewal. The central goal was to pinpoint the five critical issues to be addressed in the Comprehensive Plan.

I meticulously designed a Community Survey using Survey Monkey, garnering 170 resident responses. The collected data was analyzed and presented with detailed summary statistics, including sophisticated visualizations and precise percentages. Qualitative responses were quantified, which, when examined alongside census information, provided statistically significant insights into the Township's key issues.

To address specific concerns, I organized bi-weekly Steering Committee Meetings with representation from each Township Ward. For instance, In response to recurring public safety concerns from the survey, the Chief of Police presented data and solutions directly to residents. Additionally, I launched the township's first newsletter and Facebook page, greatly improving community communication, engagement, and identity.

I actively identified and engaged with key stakeholders through local business associations to promote the survey and newsletter. I also organized meetings with developers, property managers, and corporate representatives to gain a thorough understanding of the specific strategies needed for economic and business development in the township. The findings are compiled into an extensive final report, offering the township a robust foundation for the updated Implementable Comprehensive Plan.

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#### Education

- Bachelor of Arts, Political Science & Economics, ('24)
- M.S. Quantitative Economics Candidate

#### Contact

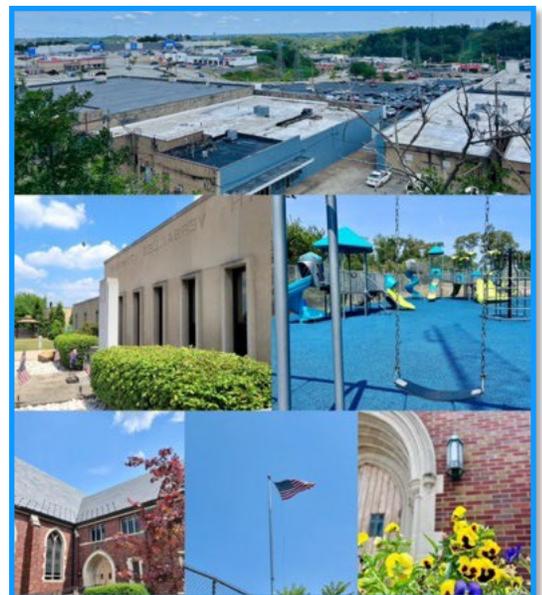
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#### Professional Affiliations

- Municipal Intern Program



In my placement site, I gained hands-on experience analyzing parks, land use, and infrastructure, applying my economic development knowledge.

# Jack Schlotter

## Penn Hills

Parks and Recreation Revitalization Intern

Supervisor: Chris Blackwell

Dates: May—August 2024

### Executive Summary

During my internship with the Municipality of Penn Hills, I worked as the Parks and Recreation Revitalization Intern. My primary focus was supporting the implementation of the Verona Oakmont Penn Hills Plum Trail Connector, a multi-municipal recreational trail project aimed at enhancing connectivity and recreational opportunities. I collaborated closely with the Public Works, Recreation, and Planning Departments to develop a Comprehensive Parks, Recreation, and Open Space Plan. This plan aims to ensure the sustainability and maintenance of the trail and the community's recreation spaces, guiding future use and development.

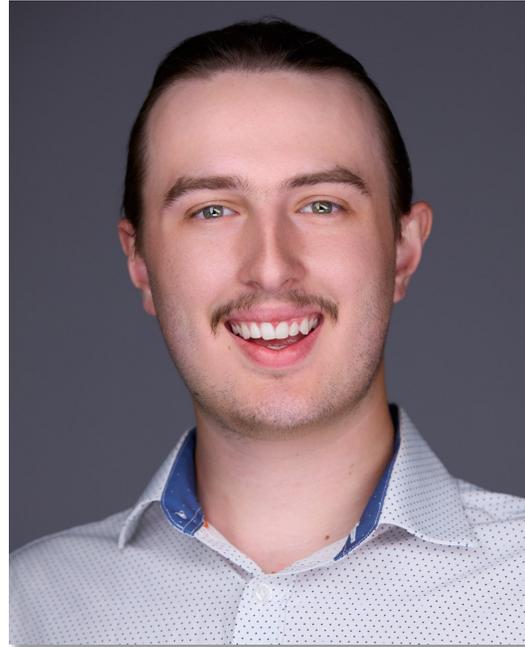
My responsibilities included conducting research, analyzing data, and engaging with various stakeholders to gather insights and feedback. I participated in public meetings, where I assisted in setting up presentations, taking notes, and facilitating question and answer sessions. These interactions provided me with a deeper understanding of the community's needs and the importance of public involvement in local government projects.

Additionally, I was involved in preparing for monthly Zoning Hearing Board, Planning Commission, and Governing Body meetings. This exposure allowed me to gain valuable knowledge of local government operations and the decision-making processes that impact community development. One of the highlights of my internship was participating in Penn Hills Summerfest, where I had the opportunity to engage with residents, discuss the VOPP Trail, and present the proposed Parks, Recreation, and Open Space Plan.

This internship has been an enriching experience, enhancing my skills in project management, public speaking, and community engagement. It has also deepened my appreciation for the role of local government in fostering sustainable development and improving the quality of life residents.

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### Education

- Bachelor of Environmental Science, University of Pittsburgh ('26)

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### Professional Affiliations

- Municipal Intern Program



A lot of my worked involved ensuring that parks meet a minimum level of safety!

# Madelyn Kress

## Township of Pine

Human Resources Intern

Supervisor: Heather Lloyd

Dates: May—August 2024

### Executive Summary

Pine Township provides convenient access to shopping, dining, recreation, medical care, and highways, creating a welcoming atmosphere in this northern suburb of Pittsburgh with a population of 15,000. The township utilizes CTR Isolved for Human Resources to efficiently manage all online documents, supporting its ongoing growth and prosperity while meeting the high expectations of its residents to maintain an exceptional quality of life.

As an HR intern at Pine Township, my main task is to modernize our file system by transferring documents to Isolved for easier access. Currently, we are actively sorting, scanning, and uploading these files onto Isolved. Additionally, I am involved in various HR functions such as employee onboarding, workers' compensation, benefits administration, retirement planning, disciplinary actions, payroll processing, hiring processes, and employee relations. I have also had the opportunity to observe exit interviews, attend insurance meetings, learn about the Family and Medical Leave Act (FMLA), compliance, participate in staff meetings, understand how to complete disciplinary reports, and assist with employee onboarding procedures. I have gotten exposed to training including; How to Prevent and Address Harassment in the workplace, Insights of Sexual Harassment in the Workplace, Final Rule: Restoring & Extending Overtime Protections, and Pregnant Workers Fairness Act. (PWFA)

Throughout my internship, I have gained familiarity with the documents integral to HR procedures. Working closely with all township staff, I have collaborated on tasks such as drafting job descriptions, participating in safety meetings, and assisting with payroll processes, aiming to enhance overall organizational efficiency.

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### Education

- Bachelor of Human Resource Management, University of Kent State ('26)

### Contact

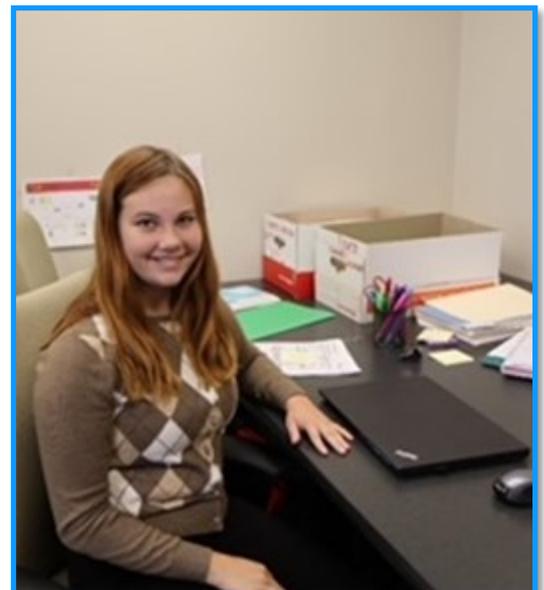
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### Professional Affiliations

- Delta Sigma Pi Business Fraternity
- Alpha Lambda Delta Honors Society
- Municipal Intern Program



In this photo I am uploading employee files onto Isolved.

# Hannah Young

## Township of Pine

Human Resources Intern

Supervisor: Heather Lloyd

Dates: May—August 2024

### Executive Summary

The Township of Pine is a thriving community recognized for its exceptional 15,000 residents, facilities, and strong sense of community pride. Pine offers a safe and welcoming environment for residents and businesses, fostering continuous growth and always seeking future advancements. The Township is dedicated to sustainable development, ensuring it remains a desirable place to live, work, and visit.

As a Human Resources Intern at Pine Township, my primary focus has been on modernizing employee records into a clear and concise digital format and integrating all older files into this system. Initially, employee files were organized in numerous stacks of paper. I developed an organizational plan to ensure an efficient transition.

Subsequently, I began scanning and uploading all files into the iSolved/Ctr software. Each file is systematically named and categorized for easy access; a system developed in collaboration with my supervisor. This modernization has significantly increased the efficiency of the HR department and township administration by centralizing all documents and information.

Additionally, this internship has allowed me to advance my knowledge and skills. Working with my supervisor, I have gained experience in various areas, including payroll, employee relations, the new hiring process, onboarding employees, insurance details, developing job descriptions, compliance, retirement planning, attending staff meetings and more. This internship has not only provided me the opportunity to grow my knowledge and skill set, but also provided me the exposure to municipal business operations and the world of local government

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### Education

- Bachelor of Finance and Human Resources Management, Mercyhurst University.

### Contact

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### Professional Affiliations

- Municipal Intern Program



Here I am updating the Labor Law poster and compliance information for our Public Works crew, which is a key component of the compliance responsibilities in Human Resources.

# Isaac Stephens

## Borough of Swissvale

Budget & Finance Intern  
Supervisor: Greg Bachy  
Dates: May—August 2024

### Executive Summary

The Borough of Swissvale is a small community outside of the city of Pittsburgh. Housing around 8,500 residents, the borough has both urban and suburban sections giving it a unique character.

As a Budget & Finance Intern at the Borough of Swissvale, I have focused on enhancing the borough's annual budget. Since early May, I have worked to improve the clarity and accessibility of budget information, making it easier for residents to understand fund allocation. My responsibilities included analyzing current budget elements, identifying areas for improvement, and implementing strategies to make the budget more valuable to the community.

I felt this was an especially important project because government finance should be transparent. I spent hours learning about the borough's budget from the administrative staff, looking through transaction history, and presenting new elements to introduce to the budget. As my experienced supervisor and Swissvale Borough Manager Greg Bachy liked to say, "People who work in local government are the biggest plagiarists." Why reinvent the wheel when there are hundreds of communities nearby who might have solutions to your problems? This influenced me to find inspiration from other municipalities. I spent a lot of time examining the budgets of larger municipalities such as Penn Hills, Monroeville, and Middletown Township.

I introduced several measures to enhance the transparency of the budget, leading to a better-informed community. I wrote detailed descriptions for the hundreds of line items in our budget, created around 40 different charts to show financial trends in the borough's various departments over time, added an organizational chart to show the borough's leadership, and several other formatting changes.

This internship has also been instrumental in shaping my career aspirations. It has shown me an interest in local government, and I can now see a path for myself in this field. The experience showed the importance of having dedicated individuals in local government who care for their community. I've been happy to be apart of the Borough of Swissvale this summer.

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### Education

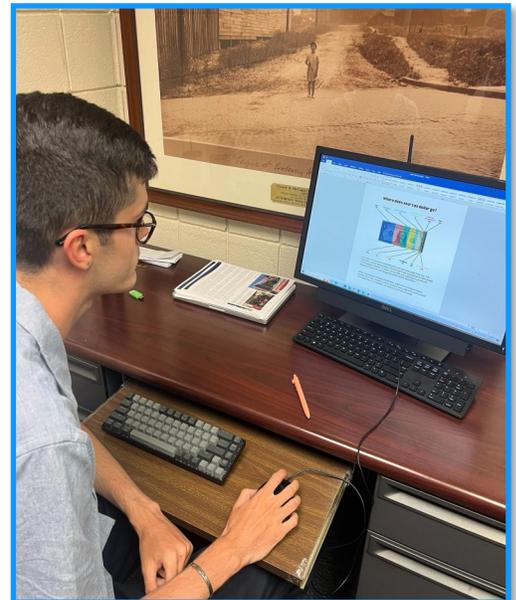
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### Professional Affiliations

- Municipal Intern Program



This is me creating a graphic to help resident understand where the Borough allocates funds. It's a quick way for residents to see exactly where their taxes go.

# Melinda Go

## Turtle Creek Valley Council of Governments

Data Coordinator & Rental Property

Analyst Intern

Supervisor: Natalie Merola

Dates: May—August 2024

### Executive Summary

The Turtle Creek Valley Council of Governments (TCVCOG) unites 20 municipalities to collaboratively develop efficient, cost-effective solutions and programs for over 175,000 residents. This internship involves multi-municipal planning efforts to document and understand the location and ownership of rental properties, with a focus on Limited Liability Corporations (LLCs).

As a Data Coordinator and Rental Property Analyst at TCVCOG, I am responsible for enhancing community safety and regulatory compliance within the member municipalities. My primary task is to develop a “Top Ten LLC Offenders” list to assist the local code enforcement department using Act 90 to deny permits to repeat offenders, thereby promoting accountability and compliance among property owners. To achieve this, I conduct research and analysis using CodeNForce, a cloud-based platform designed to aid code enforcement departments through the legal process of enforcement. Additionally, I contribute to the ongoing development of CodeNForce by merging duplicated data entries to improve data integrity and system efficiency.

During my internship, I merged over 1,000 duplicate data entries and proposed pop-up alerts to prevent future duplicates. I analyzed media reports and property research in Allegheny County, compared them with PA Docket Search and Allegheny Property Portal data to identify problematic LLCs, and created a connection graph to support the Top Ten LLC Offenders list. I collaborated with a software developer and my supervisor Natalie to create a survey aligning research results with insights from code enforcement inspectors and municipal officials. The goal was to identify LLC offenders and explore data-sharing opportunities.

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#### Education

- Master of Public and International Affairs ('24), University of Pittsburgh
- Bachelor of Law ('21), University of Surabaya

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#### Professional Affiliations

- Municipal Intern Program
- GSPIA



This is me with Natalie during a site visit from the LGA, where we discussed and explained the various programs in the Turtle Creek Valley Council of Governments

# Josephine Cantelmo

## Borough of Verona

Comprehensive Plan Coordinator Intern

Supervisor: Stefanie Woolford

Dates: June-August 2024

### Executive Summary

The Borough of Verona is a small community approximately 13 miles northeast from Downtown Pittsburgh. Nestled between Oakmont and Penn Hills, along the Allegheny River, quaint Verona has much to offer residents and visitors alike. Most appreciated, is the small-town atmosphere where residents all know one another and the treasured history of the town is preserved within them. The Borough recently received a grant from DCED and is now working with Dailey Operation Consulting on a Strategic Management Plan.

I was brought on as an intern to create a Comprehensive Plan to accompany the Strategic Management Plan. To begin this goal I implemented a digital survey to gather resident's feedback on various aspects relevant to the comprehensive plan, including community priorities, concerns, and aspirations. In tandem with the survey, I have been conducting interviews with key stakeholders from the community to gather invaluable qualitative data. These interviews provide diverse perspectives, a deeper understanding of the communities values, and foster collaborative relationships essential for Comprehensive Plan development. Once data collection is completed I will synthesize the data to draw out key themes to create a document for future reference on the priorities and direction of the Comprehensive Plan and future Borough endeavors.

To ensure the Plan's success once my Internship is over, I am establishing a steering committee to hold public meetings and supervise the writing of the Plan. Finally, I'm creating an initial outline for the Plan that will include headers and descriptions, recommended priorities, project proposals, and resources for funding proposed projects. This outline will serve as a foundational blueprint for the subsequent phases of the Plan's development, ensuring alignment with community input and strategic objectives identified by the Borough. Throughout my time here, I have worked closely with the City Council Strategic Planning Committee, the Planning Commission, and the Borough Administration to make significant progress on the Comprehensive Plan and help best guide the future of Verona.

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#### Education

- Bachelors of Political Science ('25), University of Pittsburgh

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#### Professional Affiliations

- Vice President of the University of Pittsburgh Political Science Student Association
- Municipal Intern Program



This is me in the City Council's Chamber with a quilted Borough of Verona seal!







Local Government Academy is a 501 (C)3 Public Charity. We are an independent, non-partisan organization, Promoting Excellence in Local Government. We fulfil our mission by developing effective local leaders, educating public officials, public employees and citizens, and building collaborations and partnerships.

**LOCAL GOVERNMENT ACADEMY**

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