



*Municipal Intern
Program* **1995-2025**

2025

**MUNICIPAL INTERN PROGRAM
EXECUTIVE SUMMARIES**

A COMPLETE COLLECTION OF PROJECT
DESCRIPTIONS FOR SUMMER **2025**

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 2025.

Program Sponsors



Thank you to our 2025 MIP Program Instructors

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2025 Municipal Interns

ANTHONY KRUK

Duquesne University

Allegheny Township, Communication and Technology Intern

SHANKER PILLAI

University of Pittsburgh

Borough of Ambridge, Development of Ambridge's Historic District Walking Tour Application

LUKE WOODFILL

College of Wooster

Borough of Avalon, Comprehensive Plan and Zoning Update Intern

LAUREN THOMAS

University of Pittsburgh, GSPIA

Borough of Braddock, Parks and Recreation Revitalization Intern

RYAN OPFER

Waynesburg University

Chartiers Township, Census & Occupancy Programs Intern

LIAM COFFEY

Carnegie Mellon University, Heinz College

Collier Township, Municipal Manager Intern

KENNEDY SHORT

University of Pittsburgh, GSPIA

Borough of Crafton, Economic and Community Development Intern

JASPER SPENCER

Pennsylvania Western University—Edinboro

Borough of Dormont, Strategic Communications Intern

DALTON LYNCH

University of Pittsburgh—Johnstown

City of Johnstown, Enhancement of Human Resources Operations and Policy Development Intern

CLAYTON MANLEY

University of Pittsburgh, GSPIA

Township of Moon, Community Development Intern

MARINA WARD

Penn State University

Township of Moon, Community Development and Finance Intern

OLIVIA MOHLER

University of Pittsburgh

Pine Township, Community Planning Intern

STEVEN SIMONETTI

Indiana University of Pennsylvania

Scott Township, Comprehensive Plan Analyst

THEODORE SZECOW

University of Pittsburgh

South Fayette Township, Financial Forecast Intern

DAVID BILGER

University of Pittsburgh, GSPIA

Steel Rivers Council of Governments and Tri-COG Land Bank, Land Bank Strategy and Regional Blight Assessment Intern

ZACKARY WOLYNN

University of Pittsburgh

Steel Rivers Council of Governments and Tri-COG Land Bank, Land Bank Strategy and Regional Blight Assessment Intern

KIMBERLY GRAY

University of Pittsburgh

Turtle Creek Valley Council of Governments, Community Development & Multi Municipality Engagement Intern

RACHEAL JONES

Carnegie Mellon University, Heinz College

Borough of Verona, Municipal Planning Intern

OLIVIA VECCHIO

Washington and Jefferson College

City of Washington Citywide Development Corporation, Mixed-Use Development Strategist

EVA LEE

University of Pittsburgh

Wilkins Township, Community Outreach Specialist

Anthony Kruk

Allegheny Township

Communications and Technology Intern

Supervisor: Dan Miller

Dates: May—August 2025

Executive Summary

At Allegheny Township, I contributed to both public outreach and internal technical support efforts within local government. My work focused on enhancing communication between the township and its 8,300 residents, while also supporting broader technology improvements within municipal operations.

Key responsibilities included managing community outreach, developing digital content, and providing technical assistance. I helped create and distribute a township-wide newsletter highlighting departmental updates and upcoming events. I also managed Allegheny Township's SavvyCitizen app, publishing alerts, event notifications, weekly news, trivia, and historical insights. Additionally, I led departmental meetings to train staff on using the app effectively to improve future resident engagement.

By applying proactive design thinking, I contributed to improved communication systems both internally and externally. This hands-on experience deepened my understanding of local government operations and the essential services they provide to the community.

This internship reinforced the importance of government at all levels and demonstrated how technology can be used to strengthen public service. It also provided practical skills—such as content development, community engagement, and tech support—that align closely with my long-term goal of working in government and public affairs.

Municipal Intern Program

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Education

- Bachelor of Arts, International Security Studies and International Relations ('25) Duquesne University

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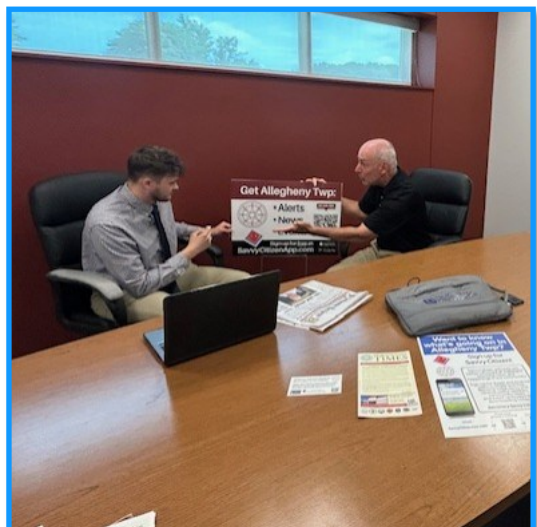
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Professional Affiliations

- Municipal Intern Program
- Duquesne Resident Life (Resident Assistant)
- International Relations Club



At Allegheny Township, I worked with Township Manager, Dan Miller, to establish a communication app for residents. Focused on newsletters, apps, and other media, we brought the community together.

Shanker Pillai

Borough of Ambridge

Development of Ambridge's Historic District
Walking Tour Application

Supervisors: Mario Leone, Roberta Sciulli

Dates: May—August 2025

Executive Summary

As a municipal intern with the Borough of Ambridge in Beaver County, I led the development of a Walking Tour Application for the Ambridge Historic District.

Ambridge is an old and historic town first developed by the Harmonists, a German religious movement in the 1800s. Along with Old Economy Village, a museum and site that preserves the history and many of Ambridge's stories, various buildings and sites throughout the town retain the architecture and have a recorded history dating back centuries.

The application I developed, with help from the Borough, the Historic District, and technical advisors, aims to make the expansive history as accessible as possible. The app, named Ambridge Mobile, includes an expansive walking tour detailing the history of the town. It also includes many of the family-owned businesses, including restaurants, cafes, and breweries to help increase the overall exposure of the town.

With Ambridge having placed priority on modernizing, Ambridge Mobile helps the initiative and brings its history into the modern day.

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Professional Affiliations

- Municipal Intern Program



I worked closely with the historic district of Ambridge, mapping and analyzing the research behind many of the sites.

Luke Woodfill

Borough of Avalon

Comprehensive Plan and Zoning Update Intern

Supervisor: Leanne McLaughlin

Dates: May—August 2025

Executive Summary

The Borough of Avalon is a small, historic community located just north of Pittsburgh. Primarily residential with a small business district, Avalon's walkable streets promote a family-friendly atmosphere.

During my internship, I contributed to projects supporting Avalon's values and goals. I created several user-friendly packets to guide residents through borough processes, such as packets for short-term rentals, fences, decks, and walls, and business resources. To support Avalon's goal to remain connected to the region, I drafted a formal letter to Pittsburgh Regional Transit opposing proposed bus route cuts. I also supported public education on stormwater management by building MS4 models to demonstrate runoff and nature-based solutions. These were showcased at the North Borough's Community Day and shared on the Borough's website.

To improve communication between residents and the borough, I created a borough contact sheet directing concerns to the appropriate staff. I also drafted a proposal for Avalon to adopt a 311-style citizen request system to promote accessibility and responsiveness.

Finally, I designed a survey distributed at Avalon's Sesquicentennial Celebration to gather community input as the borough awaits a state grant to fund the comprehensive plan. These projects reflect a commitment to government transparency, sustainability, and inclusivity in Avalon Borough.

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Education

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Professional Affiliations

- Municipal Intern Program



This is me modeling stormwater runoff and educating the community about MS4 at the North Borough's Community Day.

Lauren Thomas

Borough of Braddock

Parks and Recreation Revitalization Intern

Supervisor: Louis Ransom

Dates: June—August 2025

Executive Summary

The Borough of Braddock, is a small municipality located in Allegheny County. Braddock is looking to revive its community through blight reduction, enhanced greenspaces, and increased economic stimulation.

This includes collaboration efforts with: Councils of Governments (COGs) to expand capacity, regionalization of the police force, the Local Government Academy (LGA) for a blight study, and Grounded for greenspace revitalization.

As the Municipal Intern, I have worked alongside borough leadership for a multitude of projects. I assisted with the planning, execution, and aftermath of the Unity in the Community celebration for Juneteenth.

I also had the pleasure of sitting in on multiple meetings with our collaborators, such as the Turtle Creek Valley COG, and the LGA blight study workshop. I am conducting an ongoing search of grants to enhance the borough's infrastructure, and have provided writeups on these grants for the council. I am also involved with building the foundation of the revitalization project for the park at 714 Washington St and two blight studies regarding Braddock. I have witnessed the importance of collaboration in revitalization efforts. Braddock has dedicated stakeholders—an important ingredient to success. This internship has increased my understanding of municipalities, as well as the barriers and drivers of change in municipalities.

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Education

- Bachelor of Arts, Public and Nonprofit Administration ('22) Grand Valley State University
- Master of Public Administration ('26) University of Pittsburgh

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Professional Affiliations

- GSPIA Student Cabinet- President
- Alpha Kappa Alpha Sorority, Inc.- Member
- Black Graduate Alliance- Member
- Municipal Intern Program



In my placement site, I experienced the innerworkings of a borough office. I was able to engage with community members, hear their concerns, and assist in the provision of solutions.

Ryan Opfer

Chartiers Township

Census & Occupancy Programs Intern

Supervisor: Jennifer Slagle P.E.

Dates: May—August 2025

Executive Summary

Chartiers township is a small yet rapidly growing residential community located within Washington County. As a result of this growth, the township's database is not as up to date as needed for the census. In addition, several occupancy and tenant inspection policies needed reviewed and revised to better handle the townships' needs. Updating these databases and policies are essential for the township to regulate its growth.

As an intern at Chartiers Township, my first assignment was to update the Census database. The existing database was not maintained regularly. To ensure it could be used effectively for Census purposes, we chose to use sewer data and GIS data because they were updated annually therefore more reliable. I transferred relevant information from those databases into the original Census database to make it more up to date. Along with updating the current database, I researched ordinances and provided insight and suggestions to help improve them. I researched rental ordinances to try to find a solution for keeping track of rental properties and the tenants. This helps the township to be able to track all the residents in the township.

Before taking this role, I had very limited knowledge on how local government functions. As an intern and as a resident of Chartiers Township, I now feel that I have contributed to my community in a meaningful way.

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Education

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Professional Affiliations

- Municipal Intern Program



In this photo, I am inputting current up to date data into the census database to help the township be able to track how many people reside within the township.

Liam Coffey

Collier Township

Municipal Manager Intern

Supervisor: George Macino

Dates: May—August 2025

Executive Summary

As a Township Manager Intern, I developed Excel and PowerBI tools to support staff in managing township operations. These tools focused on budget forecasting and expenditure analysis while remaining user-friendly.

For budgeting, I built an Excel model using statistical simulations and historical data to project the upcoming year's budget. I also created a PowerBI dashboard integrating GIS parcel data, tax records, zoning maps, and sewer infrastructure. This dashboard offers insights into land use, tax efficiency, and sewer ROI, helping forecast tax revenue based on future development.

On the expenditure side, I created Excel tools to analyze and forecast staffing and consulting costs. One model estimated police department expenses using officer start dates to project salary, longevity pay, and other costs. I also analyzed engineering consultant invoices, applying statistical simulations to identify cost trends and potential savings. This will support informed staffing and outsourcing decisions.

My internship at Collier Township provided valuable experience in municipal budgeting, data analysis, and operational planning. It strengthened my technical skills and deepened my understanding of local government. This opportunity was a pivotal step in my transition to a career in public sector management.

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Education

- Master of Science, Public Policy and Management ('26) Carnegie Mellon University

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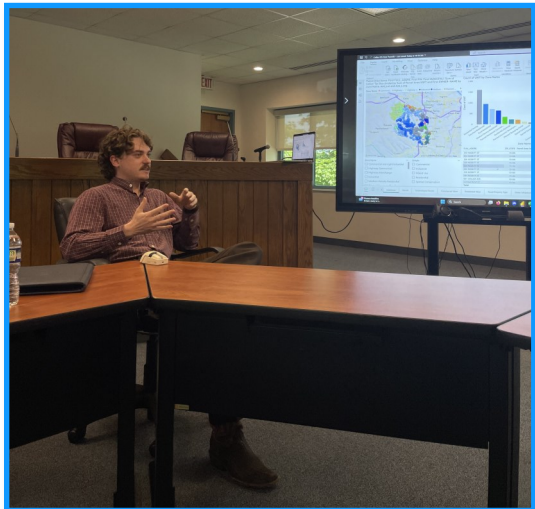
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Professional Affiliations

- Municipal Intern Program



At my placement site, I presented the PowerBI dashboard tool to my supervisors and discussed its ability to inform decision-making.

Kennedy Short

Crafton Borough

Economic and Community Development Intern

Supervisor: Mike Tedesco

Dates: May—August 2025

Executive Summary

The Borough of Crafton is a uniquely situated municipality when it comes to business access. A large mall area, an historic district, and access to the busway make it an interesting mix of different economic needs. With a new zoning code in the works and a push by local business owners and officials, I was tasked with aiding the community and economic development team with these initiatives.

Utilizing GIS, PlacerAI, and other data-collection methods, I worked to categorize and modernize borough data resources, maintain relationships between business owners and borough management, and create long-term systems to help maintain the growth Crafton envisions. This includes vacant business mapping, contacting landlords, utilizing void analyses to bring in businesses, organizing committee mixers and borough meetings, and providing community support.

Between coding and data visualizations to speaking one-on-one with residents and business owners, this internship bridged the gap between hard and soft skills, using technical work to meet people with useful information in a way that's supportive, rather than prescriptive.

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Education

- Master of Public Administration ('26)
University of Pittsburgh

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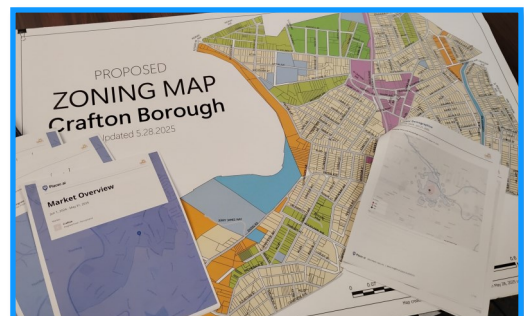
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Professional Affiliations

- GSPIA
- GFOA-PA
- WAPMM
- Municipal Intern Program



This is a spread of the table preparing my datapoints for an upcoming business development committee meeting, using a zoning map I helped manage.

Jasper Spencer

Borough of Dormont

Strategic Communication Intern

Supervisor: Melinda Szabo

Dates: May—August 2025

Executive Summary

The Communications Team at the Borough of Dormont is dedicated to providing clear, accessible, and engaging content to the local community through posts, emails, newsletters, and more. As a Communications Intern, my primary project this summer was developing Dormont's first ever Strategic Communication Plan! This long-term guide will shape the borough's messaging, outreach, and engagement for years to come. This involved extensive research and writing, drawing from limited examples across other municipalities.

In addition to this core project, I worked closely with Community Organizer Beth Bachman to help plan key events such as the Dormont Street and Music Festival, Summer Camp, and community gatherings at the Dormont Pool. My work included booking music acts, reviewing applications, drafting contracts, and supporting event logistics.

I also played a key role in social media efforts, helping create content calendars, post templates, hashtags, and maintaining a cohesive theme across platforms. I led digital engagement for the new borough playground—overseeing the project website, attending outreach events, and gathering community feedback. I strengthened my time and project management skills, learned to juggle multiple responsibilities, and gained a deep appreciation for the role of communication in local government. This experience has changed the way I see public service.

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Education

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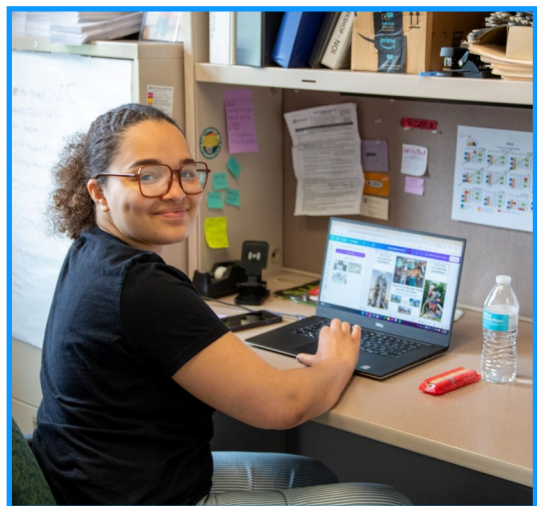
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Professional Affiliations

- New Member Pittsburgh Young Professionals
- Municipal Intern Program



Something as simple as a social media post can turn into a meaningful community-building event. This experience has changed the way I see public service—it's collaborative, creative, and essential.

Dalton Lynch

City of Johnstown

Enhancement of Human Resources Operations
and Policy Development Intern

Supervisor: Lavona Smith and Amber Berezansky

Dates: May—August 2025

Executive Summary

During my internship with the City of Johnstown, I focused on updating city policies and gaining a comprehensive understanding of municipal operations. A key aspect of my role involved reviewing and revising existing policies to ensure they are current, compliant, and effective. This required in-depth research, collaboration with various departments, and a keen eye for detail. Beyond policy updates, I dedicated time to explore all departments within City Hall.

This exploration allowed me to witness firsthand the diverse functions of local government and how each department contributes to the City's overall management. I engaged with professionals from different fields, learning about their roles, responsibilities, and the challenges they face. Networking was another significant component of my internship. I made it a priority to meet and connect with a wide range of individuals, from department heads to administrative staff. These interactions provided valuable insights into the inner workings of City Hall and the importance of teamwork and communication in achieving the City's goals.

My internship has provided me with a well-rounded perspective on municipal governance and a solid foundation for future endeavors.

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Education

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Professional Affiliations

- Municipal Intern Program



Group photo of myself and my supervisors Lavona Smith and Amber Berezansky in my office in City Hall.

Clayton Manley

Township of Moon

Community Development Intern

Supervisor: Katie Stringent

Dates: May—August 2025

Executive Summary

As an intern with the Township of Moon, I supported the Community Development Department in updating the Township's Comprehensive Plan and preparing a new Parks and Recreation Master Plan. My work included drafting survey questions, developing a community outreach strategy, and researching best practices in land use, transportation, and parks planning.

I also worked with the Finance Department on the vendor selection process for a new Enterprise Resource Planning software, as well as helped to draft grant applications to the Pennsylvania DCED to secure additional funding for plan updates.

Throughout the summer, I collaborated with township staff, attended public meetings, and engaged with residents to better understand the community's priorities. I contributed to the Township newsletter and helped plan a public meeting and survey related to a proposed trail conversion project. This experience sharpened my skills in public engagement, policy writing, and interdepartmental coordination.

This internship deepened my understanding of how planning, budgeting, and community input shape local government decision-making. It also affirmed my commitment to pursuing a career in municipal government with a focus on land use, transportation, and environmental sustainability.

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Education

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Professional Affiliations

- GSPIA
- Municipal Intern Program



At a Moon Market & Music event, I collaborated with Moon Parks and Recreation to engage residents, gather input, and share information about the Hirshinger Trail conversion project.

Marina Ward

Township of Moon

Community Development and Finance Intern

Supervisor: Katie Stringent and Krista Watt

Dates: May—August 2025

Executive Summary

As a Community Development and Finance Intern for Moon Township, I had the opportunity to work across departments on a variety of initiatives. Within the Community Development Department, I focused on public outreach efforts for one of the Township's projects. My responsibilities included creating and distributing informational materials, guiding the creation of a community survey for feedback, and participating in public outreach events.

Additionally, I observed the early stages of the Township's 10-Year Comprehensive Plan and Parks & Recreation Comprehensive Plan, gaining insight into the strategic planning process. Within the Finance Department, I participated in the evaluation of Enterprise Resource Planning software proposals by attending vendor presentations and assessing system capabilities. I also helped revise and update the finance section of the Township website to improve accuracy and public clarity. Moreover, I assisted with preparing a Strategic Management Planning Program grant application to support future financial initiatives.

This internship has broadened my understanding of local government functions and highlighted the importance of community engagement and long-term planning in municipal work. I am grateful I got the opportunity to contribute to meaningful projects and gain practical experience in public administration.

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Education

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Professional Affiliations

- Climate Action Campaign
- Municipal Intern Program



This was me distributing stickers, information sheets, and business cards with QR codes that linked to a community survey to gather public input on one of the projects the municipality is executing.

Olivia Mohler

Township of Pine

Community Planning Intern

Supervisor: Kirsten Primm

Dates: May—August 2025

Executive Summary

My internship with the Township of Pine through the Local Government Academy (LGA) has been incredibly enriching both personally and professionally. As Pine begins its Comprehensive Plan, I supported efforts to gather public input, modernize internal processes, and gain hands-on experience in local government operations.

Kirsten Primm played a key role in my internship. Her guidance helped me connect classroom concepts to real planning work. She consistently offered insight and support, and I learned so much from the way she approaches both policy and people.

One highlight was designing “The Pine Record Chart” a fun and interactive outreach activity at the Rock n Rec event. Residents ranked community priorities like walkability, parks, and sustainability, making public input more accessible and informative for future planning.

I truly got to experience a well-rounded view of how local government works by taking part in a variety of projects and day-to-day activities. I worked on Pine’s Application Digitization Project by scanning and organizing hundreds of zoning and permit files to support greater efficiency. Attending Board of Supervisors and Planning Commission meetings helped me understand how decisions are made and how public input shapes outcomes. I also observed resident development consultations and shadowed the code enforcement officer, where I saw firsthand how respectful communication helps address property and stormwater concerns.

This experience deepened my passion for planning and public policy as tools for shaping equitable, community-driven development. I am grateful to the Township of Pine and LGA for the opportunity to learn, contribute, and grow.

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Education

- Bachelor of Science, Urban Planning and Geographical Analysis ('26)
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Professional Affiliations

- Pitt NextGen
- Municipal Intern Program



At Pine’s Rock n’ Rec event, I led a community engagement activity where residents ranked their top township priorities, helping inform the kickoff of Pine’s Comprehensive Plan update.

Seven Simonetti

Township of Scott

Comprehensive Plan Analyst

Supervisor: Mark Mox

Dates: May—August 2025

Executive Summary

I am a Comprehensive Plan Analyst with the Township of Scott, where I support local planning efforts focused on sustainable growth, infrastructure development, and community engagement. Working in local government has deepened my appreciation for how responsive, well-informed planning can directly enhance the quality of life in our communities. I am passionate about creating policies and land use strategies that are inclusive, equitable, and tailored to the specific needs of municipalities.

I earned my Bachelor's degree in Regional Planning from Indiana University of Pennsylvania, where I developed a strong academic foundation in zoning, environmental planning, and public participation processes. My professional experience has allowed me to apply this knowledge in real-world settings, collaborating with local officials, residents, and other stakeholders to guide long-range planning efforts. This role has taught me the value of listening to communities, balancing diverse interests, and using data to inform decisions that shape the future of neighborhoods and towns.

Looking ahead, I intend to pursue graduate studies at the University of Pittsburgh, with a focus on public policy, urban and regional planning, or public administration. My goal is to strengthen my ability to lead planning initiatives that are not only visionary but grounded in the day-to-day realities of local residents.

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Education

- Bachelor of Science, Regional Planning ('25) Indiana University of Pennsylvania

Contact

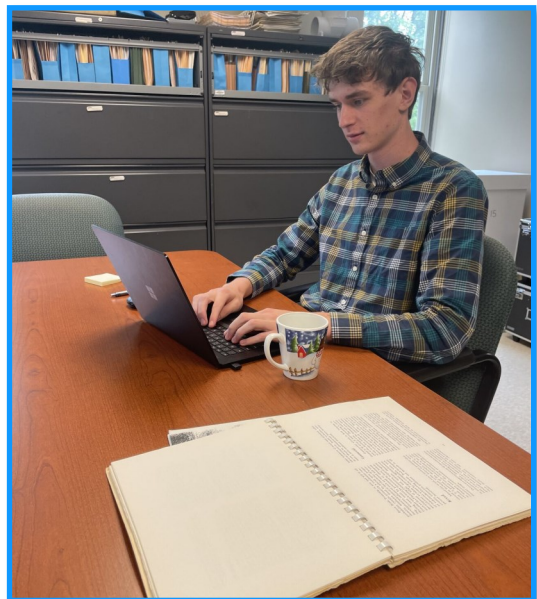
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Professional Affiliations

- Municipal Intern Program



In my placement site, I have had the opportunity to research and work closely with the community to help create a plan for the future.

Theodore Szewcow

South Fayette Township

Financial Forecast Intern

Supervisor: John Barrett

Dates: May—August 2025

Executive Summary

The principal assignment of my internship was an analysis of the feasibility and prospective township revenue of development along the Pennsylvania Turnpike 576. The project was divided into three primary phases each involving data collection, technical assumptions and qualitative assessments regarding efforts to rezone the Southern Beltway region pursuant to the comprehensive plan.

I examined possible correlations between neighborhood density and property tax to approximate which zoning district merited sustained application in future development; as the Southern Beltway region presents an array of impediments from topography to a deficit of utilities, it was imperative to consider flexible zoning. I further applied methodology similar to a land use assumption to determine new square footage able to be constructed along the Beltway, with the final objective to conceive a financial model depicting an exhaustive cost to the township.

The process enabled me to engage with a variety of township authorities, present findings to the board of commissioners and collaborate with the township engineers. Additionally, I assisted the township with implementing infrastructure improvements prescribed in the active transportation and comprehensive plans. My time in South Fayette has extended my appreciation for the nuance of local government.

Municipal Intern Program

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Education

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Professional Affiliations

- Model EU
- Political Science Student Association
- Pittsburgh Policy Initiative
- Municipal Intern Program



I extrapolated findings from previous surveys to assist in my project.

David Bilger

Steel Rivers Council of Governments and Tri-COG Land Bank

Land Bank Strategy and Regional Blight Assessment Intern

Supervisor: An Lewis

Dates: May—August 2025

Executive Summary

During my time with the Steel Rivers Council of Governments (SRCOG) and the Tri-COG Land Bank (TCLB), I supported projects in economic development, land management, and intergovernmental collaboration. My work included research to inform strategic decisions, such as evaluating emerging economic development opportunities. I also created GIS maps to support planning efforts, including a spatial analysis of regional infrastructure and the Homestead Waterfront.

To build organizational capacity, I analyzed state law on records retention and recommended improvements to internal data management. I also worked with the Grants Coordinator to identify and support applications for SRCOG and its member municipalities. At TCLB, I assisted with property assessments and conducted neighborhood surveys to guide acquisition strategies. Other responsibilities included preparing press conference talking points, supporting board meetings, and joining regional conversations on topics such as green steel. I also attended a community development summit, where I learned from and networked with local professionals and national thought leaders. This internship was an excellent professional development opportunity, providing a fantastic foundation for understanding local government operations, strategic planning, and coalition building in post-industrial communities.

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Education

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Professional Affiliations

- GSPIA
- Municipal Intern Program



Working with the Steel Rivers Council of Governments deepened my understanding of regional development and collaboration while helping me build connections across the Pittsburgh region.

Zack Wolynn

Steel Rivers Council of Governments and Tri-COG Land Bank

Land Bank Strategy and Regional Blight

Assessment Intern

Supervisor: An Lewis

Dates: May—August 2025

Executive Summary

Tri-COG Land Bank seeks to address blighted property—a problem that degrades municipal tax bases and residential quality of life. The land bank has proven itself as an invaluable tool to restore blighted houses throughout Allegheny County and increasingly seeks to revitalize vacant lots. Vacant lots are costly to manage, and in Tri-COG's footprint, they have little economic value and their unsubsidized development into housing is economically infeasible.

My primary focus during my internship was to implement creative solutions to revitalize vacant lots. I conducted a cost-benefit analysis for planting turfgrass alternatives on vacant land bank lots, leading to a pilot program where a clover seed mixture will be planted on the land bank's next three open lots. I built an interactive app, using GIS, that in partnership with PA Solar Center enabled the land bank to identify facilities that can be powered with solar panels stationed on nearby vacant lots. To empower community-led revitalization of neglected land, I drafted practitioner-informed policy and documents to create capacity for urban gardening on land bank lots.

When not working with vacant land, I was writing grants for Steel Rivers COG and assisting in the acquisition and disposition of houses. I am appreciative of my internship for teaching me the technical processes in land banking, grant writing, and policy.

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Education

- Bachelor of Arts, Urban Studies ('26) University of Pittsburgh
- Bachelor of Arts, Environmental Studies ('26) University of Pittsburgh

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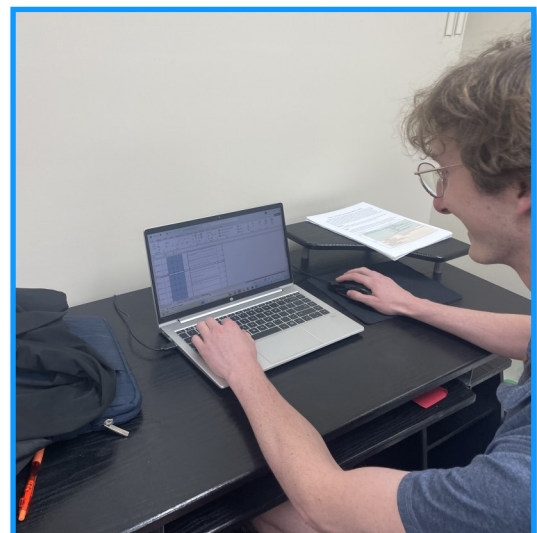
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Professional Affiliations

- Municipal Intern Program



In my role, I utilized statistical and spatial analysis software to guide land bank practices and economic development strategies.

Kimberly Gray

Turtle Creek Council of Governments

Community Development & Multi Municipality
Engagement Intern

Supervisor: Natalie Merola

Dates: May—August 2025

Executive Summary

A Council of Governments works to aid its member towns in various ways, one of which is to increase employee capacity by taking on some of the tasks within the municipal office. The Turtle Creek Valley Council of Governments (TCVCOG) accomplishes this by taking on utility billing, grant administration, and code enforcement for various towns in membership. During my time at the TCVCOG, I have had many opportunities to experience how a municipal authority works to aid and protect the residents of its member towns - for which I am most grateful.

In order to efficiently, effectively manage the code enforcement for four of its member towns, the TCVCOG developed their own database for tracking inspections, violations, citations, and more: CodeNForce.

This database has been at the center of my focus while at the TCVCOG. As we work to grow the usage of CodeNForce throughout the region, code enforcement officers and town administrators need assistance learning how to use the system. I help refine this process by creating tutorial videos that detail how to use the different functions within the system. For example, I have created videos on how to open inspections on the mobile app, how to link people to mailing addresses, how to generate letters of violation, and more.

All of these functions work together so that an officer can keep all of the information about a property in one place. Enforcing code violations helps to mitigate blight in communities as well as protect renters from landlords who might let their houses fall into disrepair, disregarding the families living inside. As a non-profit organization, the TCVCOG is continuously working to keep communities healthy and thriving - a goal I am happy to share.

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Education

- Bachelor of Arts, English Literature ('26) University of Pittsburgh

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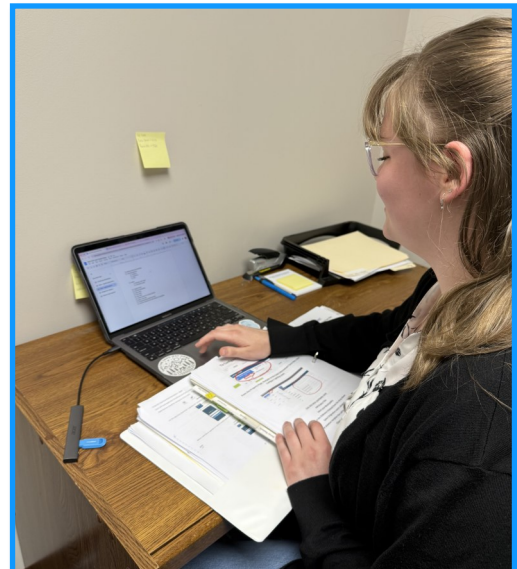
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Professional Affiliations

- Municipal Intern Program



At my placement site, I worked to update new user onboarding materials for CodeNForce like videos and user guides. Here, I'm analyzing what needs updated in the outdated user guide.

Racheal Jones

Verona Borough

Municipal Planning Intern

Supervisors: Stefanie Woolford

Dates: June—August 2025

Executive Summary

I served as the Municipal Planning Intern for the Borough of Verona, helping implement its multi-year Strategic Management Plan (STMP) to guide key municipal projects and community revitalization. My work focused on two of the STMP's top goals.

First, I addressed code enforcement by creating a shared Excel tool for Code Enforcement, the Police Department, and borough staff. This tool logs essential details for reporting violations and tracks how and when issues are resolved. Concurrently, I built a database of tax delinquent properties and owner information, a crucial resource since properties overdue by three years are more prone to blight.

Second, I modernized Verona's website to make it dynamic, mobile responsive, and user-friendly. Leveraging my journalistic experience, I streamlined the layout, integrated payment portals for key permits, and enhanced content clarity—transforming the site into a centralized, convenient resource for residents. Beyond STMP tasks, I supported other borough initiatives. I led the Safe Streets for All federal grant application—targeting \$125,000—by researching road fatality data, assisting with budgeting, and completing all forms. I also conducted the six-month financial review, prepared and delivered the Borough Council presentation, and responded to council questions.

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Education

- Bachelor of Arts, Sociology ('22) University of Florida
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Professional Affiliations

- Municipal Intern Program



This is me at the Railroad Park gazebo.

Olivia Vecchio

City of Washington Citywide Development Corporation

Mixed-Use Development Strategist

Supervisor: Bradley Martin

Dates: June—August 2025

Executive Summary

From June to August, I served as a summer intern with the City of Washington Citywide Development Corporation (CWCDC), a nonprofit dedicated to revitalizing and strengthening the local community through sustainable development initiatives. During my internship, I played a key support role in the planning and oversight of a significant renovation project targeting the 2nd and 3rd floors of buildings in the Business District, directly contributing to the ongoing economic revitalization of downtown Washington.

In addition to project-based work, I completed a variety of administrative tasks that deepened my understanding of the day-to-day operations of a small government-affiliated organization. From managing internal communications to supporting logistical coordination for redevelopment meetings, I was exposed to the foundational work that enables effective community planning.

Throughout the internship, I gained first-hand experience in the challenges and roadblocks small municipalities often face, especially when balancing limited resources with the needs of the public. I also had the opportunity to network with local government officials and development professionals, providing valuable insight into the collaborative nature of public service at the municipal level.

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Education

- Bachelor of Arts, Public Policy ('26)
Washington and Jefferson College

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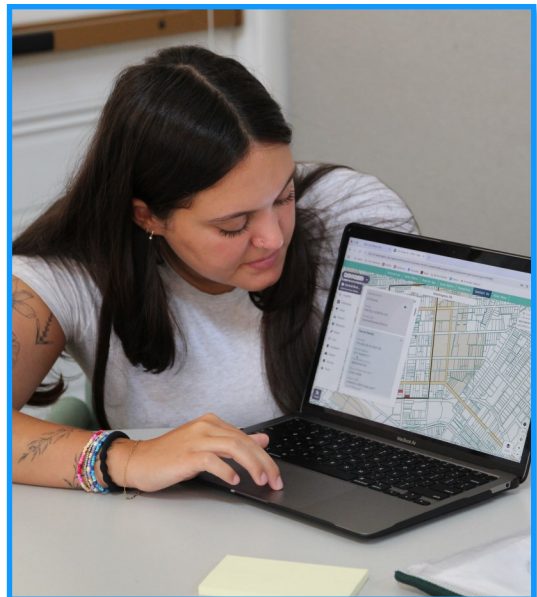
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Professional Affiliations

- Municipal Intern Program
- Lambda Pi Eta Communications
Honorary Society



In my placement site, I learned how to use technology to track parcel data and survey properties, using my knowledge in GIS systems.

Eva Lee

Wilkins Township

Community Outreach Specialist

Supervisor: Rebecca Vargo

Dates: May—August 2025

Executive Summary

Wilkins Township, a close-knit community near Pittsburgh with over 6,000 residents, is planning to replace its municipal building, which was constructed in 1957 and no longer meets modern accessibility, security, or operational standards. As a Community Outreach Specialist, I facilitated communication between the Township Board, residents, and experts to guide this critical project.

My internship began with assessing the municipal building's deficiencies, reviewing the 2023 McKim & Creed feasibility study, and researching municipal bonds and financing options. This foundation allowed me to translate complex technical and financial details into accessible information for the public, ensuring effective community outreach.

To promote transparency, I developed a project timeline for the Township's website and created a community feedback survey, which gathered over 125 responses through election-day outreach, local events, and meetings. I presented the results in clear graphs to amplify community voices. I also conducted benchmarking tours with neighboring municipalities, gaining insights into best practices and prioritizing essential needs over discretionary wants. I compiled these insights into reports and presentations for the Board. Additionally, I launched Wilkins Township's social media pages to keep residents informed and audited business tax records for compliance gaps. This experience helped me develop skills in project management, local government operations, and digital communication, contributing to one of the Township's most significant projects in decades.

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Education

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Professional Affiliations

- Business Manager of Pitt's Model European Union
- Municipal Intern Program
- University of Pittsburgh Political Science Student Association



Pictured with my supervisors in the Board Chambers, where I served as a liaison between the public and the Board of Commissioners—attending monthly meetings to provide updates on outreach efforts.



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.

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