



## 2026 Project Descriptions

### **Borough of Edgeworth**

#### **Project Contact & Location**

Ellen Politi, Borough Manager

301 Beaver Road, Edgeworth PA

**About Borough of Edgeworth:** Located in Allegheny County, Edgeworth Borough sits in the Sewickley Valley, approximately 16 miles northwest of Downtown Pittsburgh. Established in 1904, it has grown into one of the most desirable residential communities in the region. According to the 2020 census, Edgeworth has a population of 1,669 residents. The Borough of Edgeworth is known for its outdoor recreation and historic charm.

**Project Title:** Residential Waste Collection Assessment and Solution Development Intern

**Project Description:** Analyze the Borough's current waste-collection challenges, develop a comprehensive understanding of system needs, and collaborate with stakeholders to create sustainable, practical solutions for a municipal service that impacts every resident.

**Anticipated Assignments / Key local government experiences:** The intern will work closely with administrative staff to gather and organize data on weekly waste-collection issues, helping the municipality better understand service challenges and resident needs. Responsibilities include developing surveys and public messaging, attending site visits, and communicating directly with residents, haulers, and community stakeholders.

The intern will analyze collected data to identify areas of concern and propose realistic, implementable solutions. They will also prepare and deliver information to the public and to Council, gaining valuable experience in government communication and presentation. As part of the upcoming waste-contract bidding and award process, the intern will support the Manager in a hands-on project management role, observing and contributing to a full municipal procurement cycle.

**Placement Site attributes and benefits to the community:** This project will play a key role in informing decisions for the upcoming waste-collection bid process, strengthening communication between the Borough and residential waste haulers, and improving overall service delivery. By supporting this work, the intern will help advance meaningful solutions that residents deserve and contribute to a more efficient, responsive waste-collection system.

**Opportunities for engagement with elected officials & community:** The intern will actively participate in public and stakeholder meetings, engage with residents at community events, collaborate with staff and partner organizations, job-shadow municipal departments, and deliver monthly Council presentations supported by practice sessions and material review.

**Public Transportation Availability:** Yes, PRT Route 14



## 2026 Project Descriptions

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

#### **Project Contact & Location**

Natalie Merola, Director of Operations

300 Oxford Drive, Suite 330, Monroeville PA

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

**Project Title:** Shared Services Financial Assistant Project's Intern

**Project Description:** The Shared Services Finance Assistant Intern will support a regional municipal services program with a focus on financial operations, accounts payable program, and utility billing. This position will assist staff with routine billing cycles, payment processing, and financial recordkeeping for multiple municipalities that participate in the shared services program.

**Anticipated Assignments / Key local government experiences:** The intern will communicate with municipalities participating in the COGs accounts-payable program, support daily AP operations, and assist with budget analysis to understand how shared services shape local financial management. They will also cross-reference utility billing data with the CodeNforce database to identify potential blight indicators and flag properties for Act 90 municipal-debt purposes. This role provides practical experience in public administration, finance, accounting, and community development, offering hands-on exposure to real-world government operations across 20 municipalities. The intern will learn to review financial data, support payment workflows, analyze budgets, and collaborate with municipal staff while being mentored by an experienced team, gaining a unique regional perspective on how local governments manage services and make financial decisions.

**Placement Site attributes and benefits to the community:** Many of the Turtle Creek Valley COG member municipalities face blight, aging housing, and financial strain, and an intern's support strengthens the accuracy of billing, revenue tracking, and property-related data. This work helps stabilize municipal finances, identify at-risk properties, and support Act 90 efforts to recover delinquent debt. As a result, communities benefit from stronger code enforcement, improved neighborhood conditions, and more reliable delivery of essential services.

**Opportunities for engagement with elected officials & community:** The intern will engage directly with elected officials of COG members and the member communities by attending public and stakeholder meetings, participating in internal and partner-organization discussions, and job-shadowing various departments. The intern will also present project findings to the COG members and create a short informational video on accounts payable as part of their work.

**Public Transportation Availability:** Yes Oxford Drive, Monroeville



# Municipal Intern Program

## 2026 Project Descriptions

### Marshall Township

#### Project Contact & Location

Nicole Hanson, Planning Director  
525 Pleasant Hill Road, Wexford PA

**About Marshall Township:** Located in Allegheny County, Marshall Township is a growing suburban community north of Pittsburgh. Incorporated in 1863, the township blends a peaceful rural character with modern suburban development. Marshall Township offers a scenic environment with abundant green space. As of the 2020 census, Marshall Township has a population of around 10,000 residents.

**Project Title:** Floodplain Inspector Intern

**Project Description:** Create a process and conduct inspections to document site conditions for all properties located within the Township's 100-year floodplain.

**Anticipated Assignments / Key local government experiences:** The intern will develop an inspection form, conduct on-site inspections of properties within the 100-year floodplain, and upload all findings to the Municipality's digital street file. They will also help create public education materials on floodplain management, assist with preparations for the Township's floodplain audit, and support outreach efforts such as a Community Day booth. Because flood risks are increasing, this project plays an important role in protecting residents by ensuring ordinance compliance, supporting participation in the National Flood Insurance Program, and strengthening community awareness.

Throughout the internship, the student will work closely with the Township manager, engineer, planner, sanitary authority director, and building inspector, gaining exposure to planning commission, zoning, and board of supervisor's meetings. They will also join staff in meetings with residents and developers, assist in reviewing development applications, prepare review letters, and help investigate potential code violations, offering a comprehensive look at day-to-day local government operations.

**Placement Site attributes and benefits to the community:** All municipalities in PA will undergo a floodplain program audit within the next five years. This project is essential for preparing the Township for that audit, establishing a yearly inspection program for floodplain properties, and increasing community awareness and safety preparedness.

**Opportunities for engagement with elected officials & community:** The intern will engage with elected officials and the community by attending public and stakeholder meetings, Community Day, job-shadowing departments, participating in internal and partner discussions, and presenting plan reviews or simple subdivisions at planning commission and governing body council meetings with staff support.

**Public Transportation Availability:** No



## 2026 Project Descriptions

### **Whitehall Borough**

#### **Project Contact & Location**

Alyssa Rogalla, Assistant Borough Manager  
100 Borough Park Drive, Pittsburgh PA

**About Whitehall Borough:** Whitehall Borough is a vibrant suburban community located in the South Hills of Allegheny County, six miles south of Downtown Pittsburgh. As of the 2020 census, Whitehall has over 15,000 residents. The Borough is known for its well-established neighborhoods, strong municipal services, and convenient access to the city, Whitehall offers a blend of suburban comfort and urban proximity.

**Project Title:** Strategic Parks Planning & Assessment Intern

**Project Description:** The project supports development of the Borough's 2026 Parks master plan by evaluating past improvements, identifying community needs, setting future priorities, and outlining costs and funding options in coordination with the municipal engineer and recreation committee.

**Anticipated Assignments / Key local government experiences:** The intern will support the development of the Municipality's updated Parks Master Plan by assessing existing park conditions, researching demographics, gathering resident feedback through town halls and surveys, and helping identify improvement priorities, cost estimates, and potential funding sources in coordination with the Municipal Engineer and Recreation Committee. Additional assignments include grant research, digitizing records, assisting with MS4 compliance, managing social media content, updating policies, supporting Community Weekend, and shadowing all Borough departments to understand daily operations. Through this work, the intern will gain hands-on experience in recreation strategic planning, community engagement, and municipal decision-making while building strong communication, project coordination, and leadership skills. The intern will also gain valuable networking opportunities through meetings and events such as the Chamber of Commerce, the Multi-Municipal Fire Study, and attending COG meetings.

**Placement Site attributes and benefits to the community:** This intern project benefits both the Borough and the intern, offering hands-on experience and meaningful development. The community's changing demographics also creates opportunities to explore new and innovative ways to communicate and engage with residents.

**Opportunities for engagement with elected officials & community:** The intern will engage with elected officials and the community by attending public meetings, participating in community events, joining internal meetings, and job-shadowing municipal departments. They will gather and analyze resident feedback on park improvements and present their findings to the governing body, with staff support in preparing and practicing a clear, well-organized presentation.

**Public Transportation Availability:** Yes Hwy Rt 51 + Borough Park



## 2026 Project Descriptions

### **City of Latrobe**

#### **Project Contact & Location**

Josh Mayro, Code Enforcement/Zoning Officer  
901 Jefferson St., Latrobe PA

**About City of Latrobe:** Located in Westmoreland County, the City of Latrobe is a historic home-rule city, located in the Laurel Highlands. Incorporated as a borough in 1854, Latrobe became an official city in 1999. With 2.32 square miles and a population of over 8,000, Latrobe pairs small-town charm with a vibrant cultural legacy.

**Project Title:** Blight Assessment and Anti-Blight Initiatives Intern

**Project Description:** Update and expand upon the 2021 municipal wide blight inventory to track progress, identify emerging issues, and provide targeted revitalization strategies.

**Anticipated Assignments / Key local government experiences:** The intern will help develop a new comprehensive blight assessment by conducting field surveys, collecting property-condition data, and using GIS tools and on-site inspections to update the blight inventory. They will analyze findings from the 2021 study and current assessments to identify trends, priority areas, and potential revitalization strategies. This project offers hands-on experience in local government operations, data-driven decision-making, and community outreach, while providing strong mentorship and the chance to make a tangible impact on the Municipality's long-term health.

**Placement Site attributes and benefits to the community:** This project will deliver meaningful benefits to residents and the broader community by identifying and addressing blighted properties. By reducing hazards such as unsafe structures and neglected lots, the City can improve public safety, revitalize neighborhoods, and enhance overall appearance, strengthening community pride and quality of life.

**Opportunities for engagement with elected officials & community:** The intern will engage with elected officials and the community by attending public meetings, participating in community events, joining internal and partner meetings, and job-shadowing municipal departments. They will also have the opportunity to present a summary of their work to Council or the Blight Task Force, with staff support in preparing and reviewing the presentation.

**Public Transportation Availability:** No



## 2026 Project Descriptions

### **City of Johnstown**

#### **Project Contact & Location**

Jennifer Burkhart, Executive Secretary  
401 Main St., City Hall, Johnstown PA

**About City of Johnstown:** Located in Cambria County, the City of Johnstown is the largest city in the county, with a population of over 18,000 residents. With a rich history, Johnstown is a resilient and growing community that offers a dynamic and inclusive environment.

**Project Title:** Municipal Administration and Governmental Operations Development Intern

**Project Description:** The Municipal Manager's Office functions as the administrative hub of local government, and the intern will gain hands-on experience by supporting daily operations, policy work, and coordination across departments, elected officials, and the public.

**Anticipated Assignments / Key local government experiences:** The intern will support the City Management Office across a wide range of administrative and policy-related tasks, including organizing codified ordinances, maintaining municipal documentation, and conducting research and analysis to inform planning, programs, and operational decisions. They will assist with implementing process improvements, participate in internal departmental meetings, attend community events and Council sessions, and provide project support wherever needed. Through these experiences, the intern will gain meaningful exposure to municipal administration, policy development, intergovernmental coordination, and the day-to-day operations that shape local government. This internship offers direct engagement with city leadership, hands-on involvement in organizational systems and decision-making, and the opportunity to build strong skills in communication, organization, policy analysis, and critical thinking- valuable foundations for future roles in public service, business, or nonprofit leadership.

**Placement Site attributes and benefits to the community:** The City Manager's Office oversees daily operations across all departments and ensures City Council policies are effectively implemented. By coordinating administrative systems, supporting policy development, and aligning interdepartmental efforts, the office advances community revitalization and efficient municipal management.

**Opportunities for engagement with elected officials & community:** The intern will engage with elected officials and the community by attending public meetings, participating in community events, joining internal meetings, and job-shadowing departments. They will also present a summary of their projects and progress to City Council, supported by staff guidance and a maintained log of assignments to help shape a clear, professional presentation.

**Public Transportation Availability:** Yes CAMTRAN (<https://www.camtranbus.com/>) provides multiple routes within and around the City of Johnstown.



# Municipal Intern Program

## 2026 Project Descriptions

### **Bellevue Borough/Bona Fide Bellevue**

#### **Project Contact & Location**

Andrea Contes, Assistant Director of Administrative Services, Bona Fide Bellevue  
264 Summit Avenue, Pittsburgh PA

**About Bellevue Borough/Bona Fide Bellevue:** Located in Allegheny County, Bellevue Borough sits along the Ohio River just north of the City of Pittsburgh. Incorporated in 1867, Bellevue spans a little over one square mile and offers a welcoming blend of small-town charm and a vibrant business district. The borough has a population of over 8,000 residents as of the 2020 census. Bona Fide Bellevue is an all-volunteer, nonprofit Community Development Corporation dedicated to making Bellevue Borough a more vibrant, welcoming, and connected place to live. Bona Fide Bellevue works to strengthen community pride, support local businesses, preserve local history, and create inviting spaces that enhance daily life for all residents.

**Project Title:** Community Planning & Revitalization Intern

**Project Description:** The Borough and Bona Fide Bellevue are partnering to host a shared intern. The intern will support the launch of a new municipal website, assist with Active Transportation Plan implementation, and contribute with Bona Fide Bellevue community revitalization efforts by organizing content, developing sidewalk-inventory tools, preparing outreach materials, and collaborating with staff and partners to advance projects that strengthen a walkable, vibrant downtown.

**Anticipated Assignments / Key local government experiences:** The intern will play a key role in launching the Municipality's new website by organizing content, updating page text, gathering photos and documents, and testing pages for clarity and ease of use. They will also support implementation of the Active Transportation Plan by developing tools and resources for a volunteer led sidewalk conditions inventory. Additional responsibilities include preparing materials for community meetings, assisting with outreach efforts, and creating educational content that promotes the Main Street approach and supports a vibrant, walkable business district. As a small community experiencing revitalization, the Municipality will benefit from the intern's support in advancing projects that strengthen municipal services and position the community for future investment. Through this work, the intern will gain hands-on experience in municipal planning, active transportation, and community revitalization while collaborating with staff, nonprofit volunteers, and community partners. The role provides practical, resume-ready experience and valuable insight into how local government and nonprofits coordinate to improve a downtown district.

**Placement Site attributes and benefits to the community:** The internship expands the Municipality's capacity to advance planning and revitalization efforts by supporting implementation of the Active Transportation Plan, strengthening coordination with the nonprofit partner, and improving website efficiency to boost resident engagement. These efforts will enhance mobility, increase foot traffic, and promote stronger collaboration, benefiting local businesses and contributing to a more vibrant downtown.



## 2026 Project Descriptions

**Opportunities for engagement with elected officials & community:** The intern will engage with elected officials and the community through public meetings, stakeholder sessions, community events, internal and partner meetings, and departmental job-shadowing, culminating in a coached and well-prepared presentation to Council demonstrating the new website, planning tools, or updates on active transportation and Main Street readiness efforts.

**Public Transportation Availability:** Yes Pittsburgh Regional Transit (PRT) routes 13, 14, 16, 17, 19L, and 21.



## 2026 Project Descriptions

### **Town of McCandless**

#### **Project Contact & Location**

Abby Lucostic, Parks & Recreation Director  
9955 Grubbs Rd, Wexford PA

**About Town of McCandless:** Located in the North Hills of Allegheny County, McCandless was established in 1851, later becoming the Town of McCandless in 1975 and operating today as a home rule municipality. The Town spans 16.4 square miles and a population of over 28,000 residents. With its blend of suburban character, natural spaces, and community-focused governance, McCandless remains one of the North Hills' most desirable places to live.

**Project Title:** 175th Anniversary Historic Archive Modernization and Public Access Project's Intern

**Project Description:** This project supports the Municipality's 175th anniversary by digitizing historical documents, maps, photographs, and other archival materials, and by reviewing municipal records to determine which items should be preserved for their historical or public value.

**Anticipated Assignments / Key local government experiences:** The intern will organize and categorize historical archives across all municipal departments, helping to build a clear, accessible system for managing records and expanding the digital catalog. The intern will support the Municipality's 175th-anniversary celebration by working with Parks and Recreation, the Heritage and Cultural Center, and the anniversary committee to prepare materials, assist with events, and help preserve local history.

Throughout the internship, the intern will collaborate with multiple departments, gaining a broad understanding of municipal operations, documentation practices, and the role of historical preservation in community identity. This experience offers a meaningful experience while contributing to an important community milestone, and it will continue the digital record catalog initiated by an intern in 2025.

**Placement Site attributes and benefits to the community** By creating a digital archive, the Municipality will be able to operate more efficiently in retrieving information for residents, enhance transparency, and provide easy access to documents that were before unavailable. This project will directly support the work and celebrations of the Municipality's 175th anniversary. The timing of this opportunity will offer the intern a unique experience in an important benchmark in our history.

**Opportunities for engagement with elected officials & community:** The intern will engage with elected officials and the community through public meetings, community events, internal meetings, and departmental job-shadowing, and will have the opportunity to present a report to Council with staff support to ensure they are fully prepared.

**Public Transportation Availability:** Yes, PRT bus stop and Park and Ride is over a half mile from the Town Hall building.



## 2026 Project Descriptions

### **Steel Rivers Council of Governments & Tri-COG Land Bank**

#### **Project Contact & Location**

An Lewis, Executive Director

1705 Maple Street, Homestead PA

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

**Project Title:** Clean Tech Clusters and Regional Blight Assessment Intern

**Project Description:** This project involves supporting staff in developing a clean-tech industry cluster initiative, assisting with blighted-property field studies, participating in the organization's property-lifecycle processes, and contributing to various related tasks while gaining hands-on experience with a Councils of Government and land bank.

**Anticipated Assignments / Key local government experiences:** The intern will conduct research on clean tech industry clusters, participate in meetings, prepare materials for advisory boards, while also assisting with a blighted property survey across several communities. The intern will gain hands-on experience with the Tri COG Landbank with the property lifecycle by helping secure newly acquired properties, preparing them for sale, and reviewing purchaser applications for compliance with land bank policies.

This role provides a comprehensive introduction to community development, organizational governance, and the operations of quasi-government entities such as land banks and councils of governments. Working closely with member municipalities, the intern will engage in both administrative tasks and community-based fieldwork, developing skills in project management, compliance, and organizational operations. Throughout the summer, the intern will deepen their understanding of public service, contribute to meaningful projects, and be welcomed as a valued member of the team.

**Placement Site attributes and benefits to the community:** The intern will gain firsthand experience working with two interconnected organizations and member municipalities, combining administrative responsibilities with community-based fieldwork. This role builds practical skills, deepens understanding of public service, and allows the intern to contribute meaningfully to projects while being welcomed as a valued member of the team for the summer.

**Opportunities for engagement with elected officials & community:** The intern will prepare for and participate in public meetings, stakeholder discussions, internal staff meetings, and departmental job-shadowing as part of their engagement experience.

**Public Transportation Availability:** Yes, the 61C stops on 8th Avenue which is a 10 block walk to the COG office.



# Municipal Intern Program

## 2026 Project Descriptions

### **City of Lower Burrell**

#### **Project Contact & Location**

Gregory Primm, City Manager

2800 Bethel St, City Hall, Lower Burrell PA

**About City of Lower Burrell:** Located in Westmoreland County, Lower Burrell is a third-class city located along the Allegheny River about 18 miles northeast of Pittsburgh. Settled in 1852 and incorporated as a city in 1959, the City of Lower Burrell covers 11.52 square miles and has a population around 12,000 residents.

**Project Title:** Comprehensive Business Inventory and GIS Mapping of Key Commercial Corridors Intern

**Project Description:** The Municipality will host a summer 2026 intern to inventory and map commercial properties along a municipal corridor. The intern will categorize businesses and vacancies by type, providing valuable field experience while producing data to guide the Municipal economic development and revitalization planning efforts.

**Anticipated Assignments / Key local government experiences:** The intern will complete a comprehensive inventory of commercial properties along the Municipality's main business corridor, conducting field surveys to identify active and vacant buildings, categorizing businesses by type and use, and entering data into a GIS-based system or spreadsheet. The intern will create maps and summary reports that illustrate business distribution, vacancy trends, and redevelopment opportunities, and may also photograph sites, verify property information through public records, and present findings to staff and elected officials. This project offers hands-on experience in municipal data collection, land-use analysis, and economic development planning while producing actionable information that supports revitalization strategies, business retention, and informed decision-making. Working within a supportive municipal environment, the intern will gain practical fieldwork, data analysis, and public-sector experience, contributing to visible projects that shape the community's commercial future- an ideal opportunity for students interested in planning, public administration, or local government careers.

**Placement Site attributes and benefits to the community:** Through this project, the City will gain a detailed, data-driven understanding of its key commercial corridors through updated business inventories, vacancy mapping, and analysis, supporting stronger economic development strategies, business recruitment, and revitalization planning, while the intern's work enhances the City's data management and GIS capacity for more informed municipal decision-making.

**Opportunities for engagement with elected officials & community:** The intern will engage in public, stakeholder, and internal meetings, job-shadow departments, and ultimately present business inventory findings—including data, maps, and recommendations—to the Governing Body with staff-provided coaching to ensure a clear, well-prepared presentation that strengthens communication skills and informs elected officials.

**Public Transportation Availability:** No



# Municipal Intern Program

## 2026 Project Descriptions

### **Churchill Borough**

#### **Project Contact & Location**

Michelle McAndrew, Borough Manager  
2300 William Penn Highway, Pittsburgh PA

**About Churchill Borough:** Located in Allegheny County, Churchill Borough is a residential community east of Pittsburgh. Churchill Borough is a small, tight-knit community with a population of about 3,000 residents. The Borough is named for the historic Beulah Presbyterian Church, a hilltop landmark that predates the community and reflects the area's early settlement. Churchill offers a quiet suburban setting with strong civic engagement and proximity to the City of Pittsburgh and neighboring communities.

#### **Project Title:** Community Engagement & Municipal Projects Specialist

**Project Description:** This project supports the Municipality's Community Engagement & Communications Internship by involving the intern in public outreach, website and media content development, and special projects tied to the municipal budget and the implementation of the new stormwater authority.

**Anticipated Assignments/ Key local government experiences:** The intern will support community event planning and municipal initiatives through outreach, survey and flyer development, and assistance at meetings and public events; draft newsletters, press releases, and social media content; help maintain the municipal website; and assist in creating consistent communication materials. The intern will compile and present budget data, prepare materials that explain budget priorities, support transparency by keeping financial information updated online, and research comparable municipal practices. The intern will also assist with Stormwater Authority implementation by developing FAQs, public notices, presentations, and outreach materials, and by gathering community feedback. Additional responsibilities include conducting policy and grant research, organizing documents and reports, and preparing Council materials. Working closely with a small, highly involved municipal staff, the intern will gain hands-on experience across budgeting, community development, public works, and local policy while learning how local government serves residents and contributes to a well-managed community.

**Placement Site attributes and benefits to the community** The Borough offers a safe, welcoming community with strong public services and responsible local governance. The Borough values sustainability, thoughtful development, and civic engagement, providing residents with a high quality of life. Its convenient location and commitment to community well-being make it an ideal place to live, work, and serve.

**Opportunities for engagement with elected officials & community:** The intern will participate in public meetings, community events, internal staff meetings, and departmental job-shadowing, and may assist with or deliver presentations on Borough projects or initiatives with staff-provided guidance, practice, and support to build strong communication skills.

**Public Transportation Availability:** Yes, P12 - Directly outside of the Borough Building.



# Municipal Intern Program

## 2026 Project Descriptions

### **Township of North Fayette**

#### **Project Contact & Location**

Bob Derosky, Director of Community Development  
400 North Branch Road, Oakdale PA

**About Township of North Fayette:** Located in Allegheny County, North Fayette Township is a growing suburban community west of Pittsburgh, covering roughly 25 square miles and home to more than 16,000 residents, offering a mix of residential neighborhoods, commercial centers, and easy access to major transportation corridors.

#### **Project Title:** Official Map Creation

**Project Description:** This project supports the Municipality's update of its Official Map, a key planning tool that identifies current and future public grounds and guides both municipal project planning and private development along anticipated public infrastructure.

**Anticipated Assignments / Key local government experiences:** The intern will research past ordinances and the comprehensive plan to determine which public projects were approved and completed, then create an updated map of all public grounds and infrastructure in the township. The intern will interview department directors about their ten-year development plans and map these future projects onto the revised Official Map. After completing the map, the intern will prepare and deliver presentations to the Planning Commission and the Board of Supervisors and draft the ordinance needed for final adoption. This project provides hands-on experience in GIS mapping, long-range planning, and the full legislative process, while giving the Community Development Department an updated Official Map that supports upcoming capital planning and the next Comprehensive Plan. The intern will gain direct exposure to departmental operations, future planning efforts, and how resolutions and ordinances move from concept to approval.

**Placement Site attributes and benefits to the community:** This growing Township benefits from its proximity to downtown Pittsburgh, the Airport, and Southpointe, supporting steady development while still preserving rural landscapes and historic farmland in its southern area. The community also maintains a bipartisan, collaborative local government, contributing to effective leadership and a balanced civic environment.

**Opportunities for engagement with elected officials & community:** The intern will participate in public meetings, stakeholder sessions, community events, internal and external meetings, and departmental job-shadowing, and will complete the full ordinance process for adopting the Official Map by presenting to the Planning Commission, attending the Board of Supervisors public hearing, and drafting the ordinance for inclusion in the Township Code.

#### **Public Transportation Availability:** No



## 2026 Project Descriptions

### **White Oak Borough**

#### **Project Contact & Location**

John Snelson, Code Enforcement Officer  
2280 Lincoln Way, White Oak PA

**About White Oak Borough:** Located in Allegheny County, White Oak Borough is a suburban community southeast of Pittsburgh, with a population of 7,600 residents. White Oak Borough is known for its wooded landscape, and access to regional amenities within the Mon Valley and greater Pittsburgh area. The Borough features a mix of residential areas, small businesses, and community amenities, including White Oak Park—one of the region's largest county parks with trails, picnic areas, and recreation facilities.

#### **Project Title:** Planning / Zoning / Code Enforcement Intern

**Project Description:** This project involves supporting code-enforcement tasks while also assisting with the Borough's MAP-funded Comprehensive Plan, Zoning Ordinance, and SALDO update, as well as participating in the work of the newly formed Blight Committee.

**Anticipated Assignments / Key local government experiences:** The intern will inventory and digitize hardcopy commercial files, coordinate with the COG to obtain GIS data on blighted properties and build a database for the new Blight Committee. The intern will draft guidance sheets for permit applications, support promotion through the borough website and social media, and help launch the Cloud permit citizens portal for digital submissions. Additional responsibilities include investigating citizen complaints, providing feedback on proposed zoning updates through the MAP grant process, and assisting with preparation for Blight Committee meetings. With an actively engaged Borough Council focused on improving code enforcement and combating blight, the intern will receive extensive training, shadowing, and mentoring. This supportive environment ensures the intern gains meaningful experience, identifies professional goals, and completes the summer with a strong sense of accomplishment.

**Placement Site attributes and benefits to the community:** Having an intern support, the code enforcement department will strengthen community trust by demonstrating the Borough's commitment to improving enforcement, especially during the busy summer season when resident complaints increase; the intern's assistance will help manage cases more efficiently and improve public perception of the Borough's responsiveness.

**Opportunities for engagement with elected officials & community:** The intern will engage in public meetings, stakeholder sessions, community events, and internal staff meetings, while meeting with the Planning/Zoning Committee at the beginning, middle, and end of the internship to prepare a guided presentation that the intern will deliver at the final summer workshop meeting of Council.

**Public Transportation Availability:** Yes, P76



## 2026 Project Descriptions

### **North Strabane Township**

#### **Project Contact & Location**

Andrew Walz, Township Manager  
1957 Route 519, Cannonsburg PA

**About North Strabane Township:** Located in Washington County, North Strabane Township is a growing suburban community south of Pittsburgh, home to approximately 15,700 residents. Spanning more than 27 square miles, the Township blends established neighborhoods, new residential development, and scenic rural landscapes. North Strabane offers convenient access to major transportation routes, regional shopping, and employment centers, while maintaining a strong sense of community and a balance of suburban and countryside character.

**Project Title:** Communications Intern

**Project Description:** The intern will lead the development of a Township-wide communication plan

**Anticipated Assignments / Key local government experiences:** The intern will lead the development of a Township-wide communication plan to standardize messaging across social media, the website, and print materials, while also assisting administrative staff with organizing and uploading information into the digital database—both essential foundations for the upcoming comprehensive plan. To help maximize resident participation, the intern will support public engagement efforts by ensuring accurate information is shared and by attending public meetings and community events.

As one of the few rapidly growing communities in southwestern Pennsylvania, the Township is preparing for the next decade of growth, addressing challenges such as traffic, park capacity, and tax base expansion. The intern will join a fast-paced, collaborative, and youthful workplace where open discussion and new ideas are encouraged, gaining meaningful experience in communication strategy, public engagement, and long-range municipal planning.

**Placement Site attributes and benefits to the community:** This fast-growing Township offers a wide range of learning opportunities, and its fast-paced government operations give an intern the chance to experience many facets of a community undergoing significant growth. A comprehensive communications plan will further strengthen the Township by improving how information is shared with residents, increasing transparency, and supporting broader participation in community initiatives.

**Opportunities for engagement with elected officials & community:** The intern will attend public meetings, engage with the public at community events, participate in meetings with coworkers and partner companies, and job-shadow municipal departments to gain broad, hands-on exposure to local government operations.

**Public Transportation Availability:** No



## 2026 Project Descriptions

### **Bradford Woods Borough**

#### **Project Contact & Location**

Rusti Null, Borough Manager

4908 Wexford Run Rd, Bradford Woods PA

**About Bradford Woods Borough:** Located in Allegheny County, Bradford Woods Borough is a small, residential community about 19 miles north of Pittsburgh, covering roughly 0.9 square miles and a small population of just over 1,000 residents. The Borough was incorporated in 1915 and originally developed as a summer retreat before becoming a year-round community. Today, Bradford Woods maintains a strong sense of local identity, supported by community gathering spaces such as Fithian Hall and access to regional amenities in Pittsburgh's North Hills.

**Project Title:** Geographic Information Systems (GIS) Stormwater Asset Accuracy & Implementation Intern

**Project Description:** This project supports the Municipality's newly implemented GIS program by tasking the intern with accurately mapping stormwater assets and developing a sustainable process for updating and maintaining those assets within the system.

**Anticipated Assignments / Key local government experiences:** The intern will work closely with the Municipal Manager and Public Works Director to locate and accurately label the Township's stormwater infrastructure using GIS technology, ensuring that all assets have complete and attached documentation. They will collaborate with the Township's GIS software provider to streamline future asset-updating processes and will support two major new stormwater projects by integrating them into the GIS database. The internship project includes a balanced mix of fieldwork and office work, providing hands-on experience with GIS, MS4 compliance, and the growing role of geospatial tools in local government. As part of a small municipal staff, the intern will interact with engineers, software providers, and multiple departments, gaining exposure to project management, finance, planning and zoning, public works, and general administration. The intern will also attend monthly council meetings to present project updates to elected officials and community members, offering a comprehensive introduction to municipal operations.

**Placement Site attributes and benefits to the community:** Accurately mapping stormwater assets will eliminate confusion about location, ownership, and historical information, provide a sustainable way for the Municipality to retain institutional knowledge and strengthen compliance with current and future MS4 requirements.

**Opportunities for engagement with elected officials & community:** The intern will attend public meetings, engage with the community at events, participate in meetings with coworkers and partner companies, and job-shadow departments, culminating in an interim project presentation at the July Council meeting and a final presentation in August with guidance and feedback provided throughout.

**Public Transportation Availability:** No



## 2026 Project Descriptions

### **South Fayette Township**

#### **Project Contact & Location**

Andrea Iglar, Director of Communications and Community Development  
100 Township Drive, Floor 2, South Fayette PA

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

**Project Title:** Local Government Communications and PDF Accessibility Intern

**Project Description:** This project provides a Communications Intern with hands-on experience producing social media content, magazine articles, photos, and government video while collaborating with multiple township departments, attending community events and meetings, and contributing to a major PDF accessibility initiative that supports federal compliance and improves public access to online information.

**Anticipated Assignments / Key local government experiences:** The Communications Intern will gain broad, hands-on experience across local government by creating written, photo, and video content for the Municipal website, social media, magazine, and TV channel; ensuring website PDFs meet federal accessibility standards; and completing a 3–5 minute video project for YouTube and TV. The intern will attend Community Day committee meetings, assist with event planning and promotion, participate in community events to capture photos and video, support the Township booth, and visit local businesses to deliver materials and request sponsorships as part of the sponsor-advertising program. They will also attend a Chamber of Commerce event and collaborate with all Township departments, the business community, and the public. By the end of the program, the intern will have published work across the Township’s award-winning communication outlets, completed an in-depth accessibility project, and gained meaningful exposure to municipal operations. Working within a growing community’s communications department, the intern will benefit from a variety of experiences, supportive guidance, modern workspaces, and opportunities for both onsite and remote work, leaving the internship with tangible portfolio pieces and a clearer sense of their professional interests.

**Placement Site attributes and benefits to the community:** The intern will provide essential support to the one-person Communications Department, expanding government reporting and highlighting Township departments, while the PDF accessibility project will benefit residents who need accessible resources, help the Township meet legal requirements, and give staff clear guidelines for creating compliant documents moving forward.

**Opportunities for engagement with elected officials & community:** The intern will attend public meetings, engage with the community at the Township’s community days, participate in internal and external meetings, job-shadow departments, and present to the Board of Commissioners.

**Public Transportation Availability:** No



## 2026 Project Descriptions

### **Baldwin Borough**

#### **Project Contact & Location**

Dom Shuck, Recreation and Events Director  
3344 Churchview Ave, Pittsburgh PA

**About Baldwin Borough:** Located in Allegheny County, Baldwin Borough was incorporated in 1950 and named after Supreme Court Justice Henry Baldwin. The borough has a population of over 21,000 residents and is primarily a residential bedroom community.

**Project Title:** Recreation Operations and Community Events Intern

**Project Description:** The project supports the Borough events through logistics, vendor coordination, recreation operations planning, outreach, volunteer organization, and event planning/ preparation.

**Anticipated Assignments / Key local government experiences:** The intern will support the Borough's community events by coordinating vendors, organizing volunteers, preparing materials, updating SOPs, assisting with business outreach, maintaining planning calendars, researching regional events, supporting website updates, and helping departments with planning and social media. The intern will also help plan and run summer pool parties and after-hours signature events, attend budget meetings to understand internal event-planning processes, and gain practical experience in recreation programming and community engagement. The intern will benefit from a well-rounded role that provides hands-on involvement in planning, outreach, budgeting, and daily municipal operations, offering meaningful opportunities to shape community programs, collaborate across departments, and see their work directly benefit residents. The intern will thrive in the Borough's supportive, idea-friendly environment, which makes it an excellent place for students, especially those studying event planning or political science, to build valuable skills and explore how local government functions.

**Placement Site attributes and benefits to the community:** This internship provides the Borough with vital support during its busiest months by assisting with planning, logistics, communication, and volunteer coordination for expanding recreation programs and community events, strengthening relationships with local businesses, streamlining event processes, supporting staff, and contributing long-lasting value to residents while helping advance the Borough's long-term goal of building a community center.

**Opportunities for engagement with elected officials & community:** The intern will attend public and stakeholder meetings, engage with the community at events, participate in internal and external discussions, job-shadow departments, and present event plans, research, and project updates at staff and Council meetings with guided support throughout the process.

**Public Transportation Availability:** Yes, Bus 44, Stop 21580.



## 2026 Project Descriptions

### **Borough of Canonsburg**

#### **Project Contact & Location**

Eric Chandler, Borough Councilman  
68 E Pike St, Canonsburg, PA

**About Canonsburg Borough:** Located in Washington County, Canonsburg was founded in 1791 and named for frontier settler John Canon. The borough has a population of roughly 10,000 residents and sits about 18 miles southwest of Pittsburgh. Canonsburg is recognized for its deep coal-town roots, strong community identity, and musical heritage.

#### **Project Title:** PASER Street & Alley Condition Assessment Intern

**Project Description:** Canonsburg Borough will conduct a comprehensive pavement assessment using the PASER (Pavement Surface Evaluation and Rating) system to objectively measure the condition of all streets and alleys. The findings will support data-driven decisions for maintenance, resurfacing, and reconstruction, ensuring the most efficient use of the Liquid Fuels Fund, General Fund, and available grant opportunities.

**Anticipated Assignments / Key local government experiences:** Working on this project will give the intern hands-on experience across several core areas of municipal operations, including pavement assessment, GIS-based asset management, and infrastructure planning. The intern will apply the PASER system to rate every Borough-maintained street and alley, build a GIS-linked pavement inventory with photos and field notes, and conduct field evaluations to document pavement distress, drainage issues, and safety concerns. They will also gain exposure to data analysis for capital planning by mapping pavement conditions, preparing summary reports, and helping identify short-term maintenance needs and long-term improvement priorities. The intern will help align project needs with the Liquid Fuels Fund and General Fund while providing data that strengthens the Borough's grant applications. This work offers a concise introduction to how local governments manage infrastructure and plan long-term investments.

**Placement Site attributes and benefits to the community:** Canonsburg will benefit from this project by gaining a clear, objective basis for paving decisions and ensuring that the fund dollars are used as efficiently as possible. The assessment creates grant-ready documentation that strengthens funding applications and establishes a repeatable process the Borough can use in future years.

**Opportunities for engagement with elected officials & community:** The intern will work closely with Borough departments, attend public and stakeholder meetings, engage with the community at events, participate in internal and external discussions, job-shadow various departments, and present plans, research, and project updates at staff and Council meetings, all with guided support throughout the process.

**Public Transportation Availability:** No