



**HATFIELD TOWNSHIP BOARD OF COMMISSIONERS
WORKSHOP MEETING AGENDA
JANUARY 13, 2021
7:30 PM**

I. CALL TO ORDER

II. ROLL CALL

- COMMISSIONER PRESIDENT ZIPFEL
- COMMISSIONER VICE PRESIDENT RODGERS
- COMMISSIONER ANDRIS
- COMMISSIONER LEES
- COMMISSIONER ZIMMERMAN

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. CITIZENS' COMMENTS – AGENDA ITEMS ONLY

*Attention: Board of Commissioner Meetings are Video Recorded
All comments made at the podium. Please state your name and address for the record.
Comments are guided by Resolution #10-10.*

VI. CONSENT ITEMS

Motion to Enter into the Record

- A. Police Report – December**

VII. COMMITTEE REPORTS

- A. Planning and Zoning Committee – Commissioner Rodgers**

- 1. Monaravi Corp., N. Broad Street, Land Development Discussion

- B. Public Works Committee – Commissioner Lees**
- C. Parks and Recreation Committee – Commissioner Andris**
- D. Public Safety Committee –President Zipfel**
 - 1. Richmond Road – Parking Restriction Discussion
 - 2. Civil Service Commission – Commence Hiring Process
Motion for Approval
- E. Finance Committee – Commissioner Andris**

VIII. TOWNSHIP STAFF REPORTS

- A. Township Manager’s Report**
 - 1. Traffic Signal Modifications
 - 2. 2320 East Vine Street – Condemnation
Resolution #21-01
Motion for Approval
 - 3. 2320 East Vine Street – Agreement of Sale
Motion for Approval

IX. SOLICITOR’S REPORT

X. CITIZENS’ COMMENTS

Attention: Board of Commissioner Meetings are Video Recorded
All comments made at the podium. Please state your name and address for the record.
Comments are guided by Resolution #10-10.



Hatfield Township Police Activity Report

The timeframe for this report is 12/01/20 – 12/31/20

(2065) Incidents were handled by Officers

(102) Selective Enforcements were conducted

(6) Non -Traffic** arrests were made

(158) Traffic Citations were issued

(26) Parking Tickets were issued

(87) Traffic Courtesy/ Warnings Notices were issued

(749) Night Eyes/ Business checks/Directed Patrols were conducted

(12) Criminal* Arrests were made

(1) DUI

(0) DUI's w/Accident

(6) Thefts were reported

Addendum:

***Criminal Arrests involved the following charges:** DUI, Drug Possession, Forgery, Harassment, Invasion Of Privacy, Receiving Stolen Property, Retail Theft, Robbery, Simple Assault, Tamper With/Fabricate Physical Evidence, Theft By Unlawful Taking, Possessing Instruments Of Crime, PFA Violation, Warrant Service.

**** Non-Criminal arrests were made for:** Criminal Mischief, Misc. Borough Ordinance, Misc. Township Ordinance, Twp. Ordinance Noise Control, Public Drunkenness.



4259 W. Swamp Road
Suite 410
Doylestown, PA 18902

www.cksendengineers.com
215.340.0600

December 29, 2020
Ref: #3618

Hatfield Township
1950 School Road
Hatfield, PA 19440

Attention: Aaron J. Bibro, Township Manager

Reference: North Broad Street
Flex Building, Monaravi Corp.
Land Development
(Hatfield Township Project #P20-01)

Dear Mr. Bibro:

CKS Engineers, Inc. has completed our review of the above-referenced land development plan. The applicant proposes to consolidate and develop two (2) vacant parcels, TPNs 35-00-01068-00-4 and 35-00-01068-01-3, along North Broad Street in the LPO zoning district. The parcels total approximately 1.03 acres and will be consolidated as part of this application. The applicant proposes to construct a commercial flex space building with a total footprint of 5,625 SF. The submission consists of a fifteen (15) sheet set of plans, titled "Preliminary Land Development Plans of North Broad Street LD", dated January 3, 2020, with revision date of December 16, 2020 associated with a Stormwater Management Report, dated January 7, 2020, with revision date of October 20, 2020 each prepared by The Crossroads Group, LLC.

The plan received a recommendation for approval by the Township Planning Commission at their December 15, 2020 meeting.

We have reviewed the documents for compliance with applicable Zoning, Subdivision and Land Development, and Stormwater Management Ordinance requirements, and have the following comments:

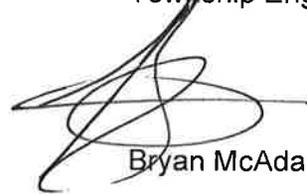
1. The applicant applied for and received relief from the Zoning Hearing Board pursuant to the August 30, 2019 correspondence from the Zoning Hearing Board solicitor. Relief was granted from Sections 282-110.C and 282-105 of the Hatfield Township Zoning Ordinance to allow certain uses permitted in the C-Commercial Zoning District as well as to permit parking within the front and side yard setbacks. (250-28, 282-105, 282-121, 282-186.B)
2. The plan includes a list of various waivers being requested from the requirements of the Subdivision and Land Development Ordinance as well as the Stormwater Management Ordinance. The waiver requests are also contained in the October 20, 2020 correspondence from The Crossroads Group.
 - a. From Section 242-18.B.2.G.1 to allow a 10-inch outfall pipe from the proposed underground basin. All other storm sewer piping is the required 18-inch minimum diameter. We take no exception to this request.

- b. From Section 242-18.B.8.aa to allow the basin outlet to be less than 50 feet from a property line. A level spreader is being provided to address concerns related to concentrated flows, we take no exception to this request. The level spreader is approximately 25 feet from the property line, and discharges into a wooded area.
 - c. From Sections 242-19.A.2 & 242-19.A.3 to allow grading to exceed the maximum permitted slope of 4H:1V. We take no exception to the proposed grading. The proposed slope toward the rear of the property does not exceed 3H:1V, which is manageable for small areas. In addition, the increase in slope for the limited area will permit more of the existing vegetation to be retained.
 - d. From Section 250-10.A.1 & 250-67.A.7 to submit the application and the plan prepared as a Preliminary/Final plan. We take no exception to this request.
 - e. From Section 250-31.C to allow the proposed five (5) foot sidewalk within the right-of-way that will tie into the existing four (4) foot wide sidewalk along North Broad Street. We take no exception to this request.
 - f. Section 250-38.E to allow for a waiver from the requirement to provide replacement trees. The request references limited area available to install more trees than currently proposed. There are ten replacement trees required, none are proposed. We take no exception to this request.
 - g. From Section 250-40.D to allow the required distance between the proposed edge of parking and outside wall of nearest building to remain at 10 feet, rather than the required 15 feet. We take no exception, conditioned on the 10 feet being acceptable to the Township Fire Marshal.
3. Approval of the proposed sanitary sewer system by Hatfield Township Sewer Authority is required, including Sewage Facilities Planning Module Approval or waiver from PA DEP. (250-34.A.3)
 4. Approval of the proposed water system, as well as an executed Water Service Agreement from North Penn Water Authority, is required. (250.35)
 5. A highway occupancy permit from PennDOT for the proposed driveway and sidewalk has been obtained; permit number 06104669, dated December 2, 2020. The permit expires on December 2, 2021. (250-29.D.5)
 6. The project will require a Traffic Impact Fee. The applicant has provided traffic/trip information; per the Township Traffic Engineer review dated December 22, 2020, the required fee is \$31,946.32. (250-87)
 7. The applicant proposes an underground stormwater detention facility, a 22' level spreader, and a storm sewer collection and conveyance system to manage the increase in runoff that will result from the proposed improvements. Except for the waivers requested, the stormwater management design is compliant with the ordinance requirements.
 8. An Operations and Maintenance Agreement for the stormwater management facilities is required. (242-31)

9. We defer to the Township Landscape Architect for specific landscape requirements regarding spacing, species, etc. of the proposed plantings. However, we note that the tabulation on 2.00 of 15, the proposed parking area plantings appear to be mislabeled. Two Freeman Maples are indicated in the tabulation, but only one is shown in plan view. Similarly, the table indicates three Green Vase Zelkovas, but four are shown in plan view, with different symbols. It appears that the proposed tree to the west of the building is intended to be an evergreen tree (perhaps the Norway Spruce intended to meet the net land area requirement). The plan should be revised so the table and plan view are consistent.
10. Ultimately, we will require a construction cost estimate for use with the Development Agreement, however this estimate should not be prepared until the approvals have been obtained. (250-61)
11. We recommend that the Record Plans be sent to the Township Solicitor for review of the signature certifications, etc.

We recommend the plan be revised and resubmitted, however we have no objection to the project being discussed at an upcoming Hatfield Township Board of Commissioners meeting. Should you have any questions, please feel free to contact me.

Very truly yours,
CKS ENGINEERS, INC.
Township Engineers



Bryan McAdam, P.E.

BMc/paf

cc: Kenneth Amey, Building/Zoning Official
Christen Pionzio, Esq., Township Solicitor
Jeremy Hoagland, PE, The Crossroads Group, LLC
Branden Bialek, EIT/Project Manager, The Crossroads Group, LLC
Monravi Corporation, Applicant
Kim Flanders, McCloskey & Faber, PC, Township Landscape Architect
Anton Kuhner, McMahon Associates, Inc., Township Traffic Engineer
File



HATFIELD TOWNSHIP POLICE DEPARTMENT

OPERATIONS REPORT

1. Mun. Code 46103	2. Incident #(P#)	3. PD Case # 2020-15974	4. Report Date & Time 07/17/2020 19:10	5. Agency Incident/Actual CFS Type TRAFFIC STUDY
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6. Party Type	7. Name	7A. DOB
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8. Address (Street, Bldg /Apt/Suite, City, State, Zip)	8A. Phone #
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9. Location of Incident RICHMOND RD, HATFIELD, PA 19440	9A. Municipality HATFIELD TOWNSHIP	9B. County MONTGOMERY
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10. Vehicle Information															
<table border="1"> <tr> <th>Make</th> <th>Model</th> <th>Plate #</th> <th>State</th> <th>Year</th> <th>Color</th> <th>VIN #</th> </tr> <tr> <td>Code</td> <td>Name</td> <td>Address</td> <td>Age</td> <td>Sex</td> <td>Race</td> <td>Eth</td> <td>DOB</td> </tr> </table>	Make	Model	Plate #	State	Year	Color	VIN #	Code	Name	Address	Age	Sex	Race	Eth	DOB
Make	Model	Plate #	State	Year	Color	VIN #									
Code	Name	Address	Age	Sex	Race	Eth	DOB								

Code	Name	Address	Age	Sex	Race	Eth	DOB
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11. Narrative

Over the past several months, there has been an uptick in the amount of truck parking on the highway of Richmond Rd. in the areas of Country Fresh, 2600 Richmond Rd. and Emert Recycling, 2700 Richmond Rd. The trucks are usually commercial vehicles and normally 102" wide. Currently there are no parking restrictions anywhere on Richmond Rd. Additionally, this parking has been occurring after 0600 hours and before 2100 hours where the Township ordinance restricting parking of certain vehicles, to include commercial trucks registered above a 4B, is not in effect. I have viewed the trucks parking on both sides of Richmond Rd. creating a bottleneck for traffic and allowing only one lane to pass at a time.

Richmond Rd. is a local, asphalt roadway consisting of two travel lanes, a northbound lane and a southbound lane. The lanes are designated by a double yellow center line. Richmond Rd. is connected to Unionville Pk. on the south end and Bergey Rd. on the north end. A posted stop sign controls Richmond Rd. traffic at each of its intersections. Further complicating parking has been the recent development/enhancement of the field located on the northeast corner of Richmond Rd. and Unionville Pk. The property, owned by Penn Color, 2801 Richmond Rd., had previously been an open field where trucks would pull partially off the roadway surface. Now, the property has been landscaped and seeded with the property owners posting "no trespassing" signs along the edge of the northbound Richmond Rd. roadway along with landscape boulders. At no point along Richmond Rd. is the shoulder wide enough to allow a vehicle or its load to park completely off the roadway.

PennDOT Publication 212, Official Traffic Control Devices, specifically section 212.114(a)(1), states that stopping, standing or parking may be restricted along the curb or edge a roadway when the distance between the center of the center line pavement markings and the curb or edge of roadway is less than 19 feet on major arterial highways or less than 18 feet on other roadways.

Using a 100' Starrett fiberglass tape, I proceeded to take lane measurements using the prescribed method above, at points along the entire length of Richmond Rd. At its widest point, the southbound travel lane of Richmond Rd. is 16'8". At its widest point, the northbound travel lane of Richmond Rd. is 16'4". At its narrowest point, the southbound travel lane is 14'2" in the area of 2800 Richmond Rd. At its narrowest point, the northbound travel lane is 14'0" in the area just north of the Country Fresh driveway, 2600 Richmond Rd. See attached case diagrams.

Based upon the above, it would be my recommendation that Richmond Rd. be posted as a "No Parking" roadway its entire length and on both sides of the highway.

Case No. 2020-15974

Print Officer Name SGT. JEFFREY BOYD 	Badge No. 41	Page No. 1 Of 1	Report Date 07/21/2020	Reviewed By LIEUTENANT JOHN ANTHONY CIARLELLO
Signature				Supervisor Signature

Application for Traffic Signal Approval



Please Type or Print all information in Blue or Black Ink

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Aaron Bibro Title : Township Manager
 Municipal Name : Hatfield Township
 Municipal Address : 1950 School Road, Hatfield, PA 19440
 Municipal Phone Number : 215-855-0900 Alternative Phone Number : _____
 E-mail Address : abibro@hatfield.org
 Municipal Hours of Operation : Mon/Tue/Thu 8:00 a.m. to 4:30 p.m; Wed 8:00 a.m. to 6:00 p.m; Fri 8:00 a.m. to 3:00 p.m.

B - Application Description

Location (*intersection*) : Bethlehem Pike (SR 0309) and Trewigtown Road

Traffic Control Device is : NEW Traffic Signal EXISTING Traffic Signal (Permit Number) : 64-1817

Type of Device (*select one*) Traffic Control Signal (MUTCD Section 4D, 4E, 4G) Flashing Beacon (MUTCD Section 4L) School Warning System (MUTCD Section 7B)
 Other : _____

Is Traffic Signal part of a system? : YES NO System Number (*if applicable*) : I-0030
 If YES, provide locations of all signalized intersections in system.
Bethlehem Pike & Bennigans Dr; Bethlehem Pike & McLaughlin/Taylor Rd; Bethlehem Pike & Richardson Rd; Bethlehem Pike & Line St/Fox Meadow Dr; Bethlehem Pike & Broad St; Bethlehem Pike & Walnut St; Bethlehem Pike & Advance Ln; Bethlehem Pike & Trewigtown Rd; Bethlehem Pike & Line Lexington Rd/County Line Rd; Bethlehem Pike & Hilltown Pike; Bethlehem Pike & Hilltown Crossings Southern Access; Bethlehem Pike & Orvilla Rd; Bethlehem Pike & Sterling Dr; Bethlehem Pike & Unionville Pike

Explain the proposed improvements :
New mast arm on SW corner

Associated with Highway Occupancy Permit (HOP)? : YES NO If YES, HOP Application # : _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

Municipal Personnel Municipal Contractor Municipal Personnel & Contractor
 Other : _____

Maintenance and Operations Contact Name : _____ Company/Organization : _____
 Phone # : _____ Alternative Phone # : _____ E-mail : _____

D - Attachments Listing

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (<i>required</i>) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input checked="" type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

Application for Traffic Signal Approval



Please Type or Print all information in Blue or Black Ink

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : _____ **Date :** _____
Signed By : _____ **Witness or Attest :** _____
Title of Signatory : _____ **Title of Witness or Attester:** _____

**Exhibit "A":
 Preventative and Response Maintenance
 Requirements**



County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule

KNOCKDOWNS

- Support - Mast arm
- Support - Strain pole
- Span wire/tether wire
- Pedestal
- Cabinet
- Signal heads

TYPE OF REPAIR PERMITTED

- Emergency or Final
- Emergency or Final
- Final Only
- Emergency or Final
- Emergency or Final
- Final Only

EQUIPMENT FAILURE

- Lamp burnout (veh. & ped.)
- Local controller
- Master controller
- Detector sensor
 - Loop
 - Magnetometer
 - Sonic
 - Magnetic
 - Pushbutton
- Detector amplifier
- Conflict monitor
- Flasher
- Time clock
- Load switch/relay
- Coordination unit
- Communication interface, mode
- Signal cable
- Traffic Signal Communications
- Traffic Signal Systems

- Final Only
- Emergency or Final
- Final Only
- Final Only
- Emergency or Final
- Final Only
- Emergency or Final
- Emergency or Final
- Final Only
- Final Only
- Final Only

**Exhibit "B":
Recordkeeping**

County : _____

Engineering District : _____

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..

Application Instructions

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name: Provide the municipal contact name that is (or will be responsible) for the traffic signal. Typically this is either the Municipal Manager or Roadmaster.

Title: Provide the title of the municipal contact name.

Municipal Name: Provide the official municipal name.

Municipal Address: Provide the full address of the municipal building.

Municipal Phone Number: Provide the municipal phone number of the municipal contact.

Alternative Phone Number: Provide an alternative phone number of the municipal contact.

E-mail Address: Provide the e-mail address of the municipal contact.

Municipal Hours of Operation: Please provide the municipalities normal operating hours (i.e. Monday-Thursday 9 AM - 2 PM)

B - Application Description

Location (*intersection*): Please provide a detailed location of the device or devices being considered for approval.

Please include any State Route and/or local road names in your description.

Traffic Control Device is: (Please select one of the two following categories)

NEW Traffic Signal: This item should be selected when requesting approval of a traffic signal that is currently not in operation at the device location indicated above.

EXISTING Traffic Signal: This item should be selected when requesting approval to make a modification or update to an existing traffic signal.

(Permit Number): Please provide the traffic signal permit number.

Type of Device (select one): (Please select one of the four following categories)

Traffic Control Signal: As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Sections 4D, 4E, and 4G. When selecting this category this is the typical red/yellow/green and pedestrian signal indications

Flashing Beacon: As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Section 4L. When selecting this category, this is typically either the flashing yellow/red signal at an intersection and/or the flashing yellow warning sign.

School Warning System: As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Section 7B. When selecting this category, this is typically the flashing school warning sign with a 15 mph indication.

Other: When selecting this category, this pertains to all other permitted electrically powered traffic control devices approved by the Department.

Is Traffic Signal part of a system?: Check off the appropriate box, either YES or NO. If YES, please fill in the **System Number (if applicable):** line.

Explain the proposed improvements: Provide a description of the proposed improvements to the intersection. This may be as complex as installing and/or upgrading a traffic signal or as non-complex as placement of a new traffic sign to supplement an existing traffic signal.

Associated with Highway Occupancy Permit (HOP)?: Check off the appropriate box, either YES or NO. If YES, please fill in the **Application #:** line.

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by?: Please indicate if maintenance and operation will be performed by Municipal Personnel or through Contract Services.

Maintenance and Operations Contact Name: Provide the primary maintenance contact name for the individual that is (or will be responsible) for the maintenance and operation of the traffic signal.

Company/Organization: Provide the name of the company/organization with which the primary maintenance contact is affiliated.

Phone #: Provide the phone number for the primary maintenance contact.

Alternative Phone #: Provide an alternative phone number for the primary maintenance contact or affiliated company/organization.

E-mail: Provide the e-mail address for the primary maintenance contact.

D - Attachments Listing

Check off all documents which will be submitted along with this application. Note that a Municipal Resolution, authorizing the municipal contact to submit and sign the application, is a required document.

A sample Municipal Resolution has been provided on the next page.

E - Applicant (Municipal) Certification

Printed Municipal Contact Name: Please print the name of the municipal contact person signing the application.

Date: Please provide the date on which the application was signed.

Signed By: Please provide the signature of the named municipal contact.

Title of Signatory: Please provide the title of municipal contact.

Witness or Attest: Please provide the signature of the person witnessing or attesting the signature.

Witness or Attester: Please provide the title of the person witnessing or attesting the signature.

Application for Traffic Signal Approval



Please Type or Print all information in Blue or Black Ink

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : _____ Title : _____
 Municipal Name : _____
 Municipal Address : _____
 Municipal Phone Number : _____ Alternative Phone Number : _____
 E-mail Address : _____
 Municipal Hours of Operation : _____

B - Application Description

Location (*intersection*) : _____

Traffic Control Device is : NEW Traffic Signal EXISTING Traffic Signal (Permit Number) : _____

Type of Device (*select one*) Traffic Control Signal (MUTCD Section 4D, 4E, 4G) Flashing Beacon (MUTCD Section 4L) School Warning System (MUTCD Section 7B)
 Other : _____

Is Traffic Signal part of a system? : YES NO System Number (*if applicable*) : _____
 If YES, provide locations of all signalized intersections in system.

Explain the proposed improvements :

Associated with Highway Occupancy Permit (HOP)? : YES NO If YES, HOP Application # : _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

Municipal Personnel Municipal Contractor Municipal Personnel & Contractor
 Other : _____

Maintenance and Operations Contact Name : _____ Company/Organization : _____
 Phone # : _____ Alternative Phone # : _____ E-mail : _____

D - Attachments Listing

<input type="checkbox"/> Municipal Resolution (<i>required</i>)	<input type="checkbox"/> Location Map	<input type="checkbox"/> Traffic Volumes / Pedestrian Volumes
<input type="checkbox"/> Letter of Financial Commitment	<input type="checkbox"/> Photographs	<input type="checkbox"/> Turn Lane Analysis
<input type="checkbox"/> Traffic Signal Permit	<input type="checkbox"/> Straight Line Diagram	<input type="checkbox"/> Turn Restriction Studies
<input type="checkbox"/> Warrant Analysis	<input type="checkbox"/> Capacity Analysis	<input type="checkbox"/> Other : _____
<input type="checkbox"/> Crash Analysis	<input type="checkbox"/> Traffic Impact Study (TIS)	
<input type="checkbox"/> Traffic Signal Study	<input type="checkbox"/> Condition Diagram	

Application for Traffic Signal Approval



County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Please Type or Print all information in Blue or Black Ink

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : _____ **Date :** _____

Signed By : _____ **Witness or Attest :** _____

Title of Signatory : _____ **Title of Witness or Attester:** _____

**Exhibit "A":
 Preventative and Response Maintenance
 Requirements**



County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule

KNOCKDOWNS

Support - Mast arm	Emergency or Final
Support - Strain pole	Emergency or Final
Span wire/tether wire	Final Only
Pedestal	Emergency or Final
Cabinet	Emergency or Final
Signal heads	Final Only

EQUIPMENT FAILURE

Lamp burnout (veh. & ped.)	Final Only
Local controller	Emergency or Final
Master controller	Emergency or Final
Detector sensor	
- Loop	Emergency or Final
- Magnetometer	Emergency or Final
- Sonic	Emergency or Final
- Magnetic	Emergency or Final
- Pushbutton	Emergency or Final
Detector amplifier	Emergency or Final
Conflict monitor	Final Only
Flasher	Final Only
Time clock	Emergency or Final
Load switch/relay	Final Only
Coordination unit	Emergency or Final
Communication interface, mode	Emergency or Final
Signal cable	Final Only
Traffic Signal Communications	Final Only
Traffic Signal Systems	Final Only

**Exhibit "B":
Recordkeeping**



County : _____

Engineering District : _____

Department Tracking # : _____

Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..

Application Instructions

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name: Provide the municipal contact name that is (or will be responsible) for the traffic signal. Typically this is either the Municipal Manager or Roadmaster.

Title: Provide the title of the municipal contact name.

Municipal Name: Provide the official municipal name.

Municipal Address: Provide the full address of the municipal building.

Municipal Phone Number: Provide the municipal phone number of the municipal contact.

Alternative Phone Number: Provide an alternative phone number of the municipal contact.

E-mail Address: Provide the e-mail address of the municipal contact.

Municipal Hours of Operation: Please provide the municipalities normal operating hours (i.e. Monday-Thursday 9 AM - 2 PM)

B - Application Description

Location (*intersection*): Please provide a detailed location of the device or devices being considered for approval.

Please include any State Route and/or local road names in your description.

Traffic Control Device is: (Please select one of the two following categories)

NEW Traffic Signal: This item should be selected when requesting approval of a traffic signal that is currently not in operation at the device location indicated above.

EXISTING Traffic Signal: This item should be selected when requesting approval to make a modification or update to an existing traffic signal.

(Permit Number): Please provide the traffic signal permit number.

Type of Device (select one): (Please select one of the four following categories)

Traffic Control Signal: As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Sections 4D, 4E, and 4G. When selecting this category this is the typical red/yellow/green and pedestrian signal indications

Flashing Beacon: As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Section 4L. When selecting this category, this is typically either the flashing yellow/red signal at an intersection and/or the flashing yellow warning sign.

School Warning System: As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Section 7B. When selecting this category, this is typically the flashing school warning sign with a 15 mph indication.

Other: When selecting this category, this pertains to all other permitted electrically powered traffic control devices approved by the Department.

Is Traffic Signal part of a system?: Check off the appropriate box, either YES or NO. If YES, please fill in the **System Number (if applicable):** line.

Explain the proposed improvements: Provide a description of the proposed improvements to the intersection. This may be as complex as installing and/or upgrading a traffic signal or as non-complex as placement of a new traffic sign to supplement an existing traffic signal.

Associated with Highway Occupancy Permit (HOP): Check off the appropriate box, either YES or NO. If YES, please fill in the **Application #:** line.

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by?: Please indicate if maintenance and operation will be performed by Municipal Personnel or through Contract Services.

Maintenance and Operations Contact Name: Provide the primary maintenance contact name for the individual that is (or will be responsible) for the maintenance and operation of the traffic signal.

Company/Organization: Provide the name of the company/organization with which the primary maintenance contact is affiliated.

Phone #: Provide the phone number for the primary maintenance contact.

Alternative Phone #: Provide an alternative phone number for the primary maintenance contact or affiliated company/organization.

E-mail: Provide the e-mail address for the primary maintenance contact.

D - Attachments Listing

Check off all documents which will be submitted along with this application. Note that a Municipal Resolution, authorizing the municipal contact to submit and sign the application, is a required document.

A sample Municipal Resolution has been provided on the next page.

E - Applicant (Municipal) Certification

Printed Municipal Contact Name: Please print the name of the municipal contact person signing the application.

Date: Please provide the date on which the application was signed.

Signed By: Please provide the signature of the named municipal contact.

Title of Signatory: Please provide the title of municipal contact.

Witness or Attest: Please provide the signature of the person witnessing or attesting the signature.

Witness or Attester: Please provide the title of the person witnessing or attesting the signature.

RESOLUTION

BE IT RESOLVED, by authority of the _____
(Name of governing body)

of the _____, _____ County, and it
(Name of MUNICIPALITY)

is hereby resolved by authority of the same, that the _____
(designate official title)

of said MUNICIPALITY is authorized and directed to submit the attached Application for Traffic

Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the MUNICIPALITY.

ATTEST:

(Name of MUNICIPALITY)

(Signature and designation of official title)

By: _____
(Signature and designation of official title)

I, _____,
(Name)

(Official Title)

of the _____, do hereby certify that the foregoing
(Name of governing body and MUNICIPALITY)

is a true and correct copy of the Resolution adopted at a regular meeting of the

_____, held the _____ day of _____, 20____.
(Name of governing body)

DATE: _____

(Signature and designation of official title)