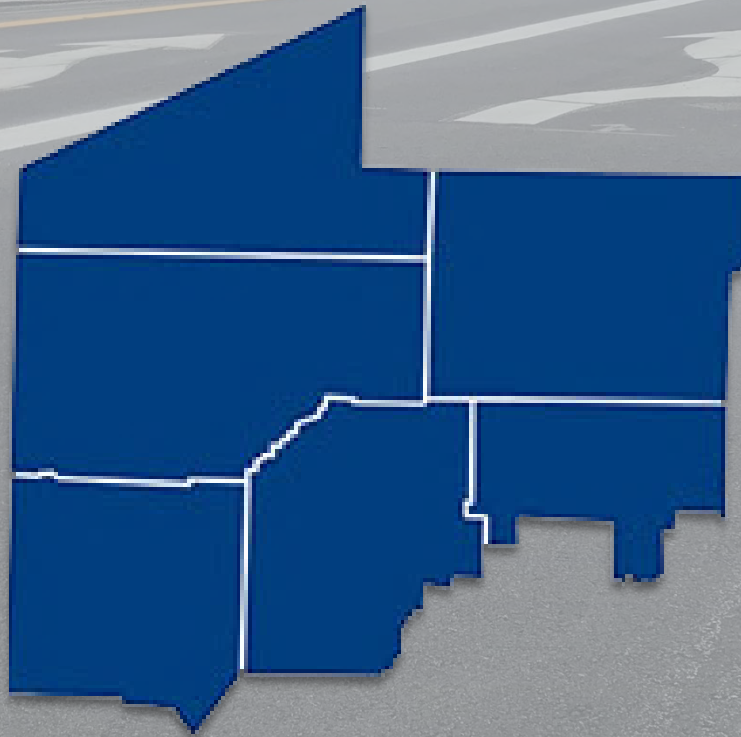


Doing Business with PennDOT District 1

(Crawford, Erie, Forest, Mercer, Venango, and Warren counties)



FROM THE DISTRICT EXECUTIVE

The Pennsylvania Department of Transportation (PennDOT) is dedicated to providing a high level of customer service as we deliver a safe and efficient transportation system.

“Doing Business with PennDOT” is a publication of PennDOT’s northwest District 1, which covers Crawford, Erie, Forest, Mercer, Venango, and Warren counties. It serves as a one-stop source of information about regional and statewide transportation topics and the services we provide to the communities throughout the region.

Among the topics covered within this service guide, readers will find partnership opportunities and ways they can assist PennDOT. We rely on motorists, residents, businessowners, elected officials, and others to help us identify possible issues, recognize areas of potential improvements, and develop solutions.

The public may choose to contact us through the numbers listed in this document or through our online Customer Care Center at www.penndot.pa.gov/District1. We also offer opportunities to provide feedback during the design process through our public involvement pages under the Resources heading on our website.

It is through communication with our transportation partners and the public that PennDOT can best deliver a sustainable transportation system that supports the local and statewide economy and provide quality services to our communities.

Brian McNulty, P.E.
District Executive

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CONTACT US

District Executive, Brian McNulty, P.E.	814.678.7015
Assistant District Executive-Construction, Dax Nulph, P.E.	814.678.7120
Assistant District Executive-Design, Tom McClelland, P.E., PTOE	814.678.7081
Assistant District Executive-Maintenance, Doug Schofield	814.678.7140
Community Relations Coordinator, Jill Harry	814.678.5035
District 1 Website.....	www.penndot.pa.gov/District1

PennDOT Engineering District 1 is organized into a District Office and six Maintenance Offices.

District Office (1-0)

255 Elm Street
Oil City, PA 16301
[814.678.7085](tel:814.678.7085)

Crawford County (1-1)

County Manager Aaron Fox
18492 Smock Highway
Meadville, PA 16335
[814.332.6880](tel:814.332.6880)

Erie County (1-2)

County Manager Jim Shaut
9031 Peach Street
Waterford, PA 16441
[814.871.4411](tel:814.871.4411)

Forest County (1-3)

County Manager Adam Elms
645 Elm Street
Tionesta, PA 16353
[814.755.3580](tel:814.755.3580)

Mercer County (1-4)

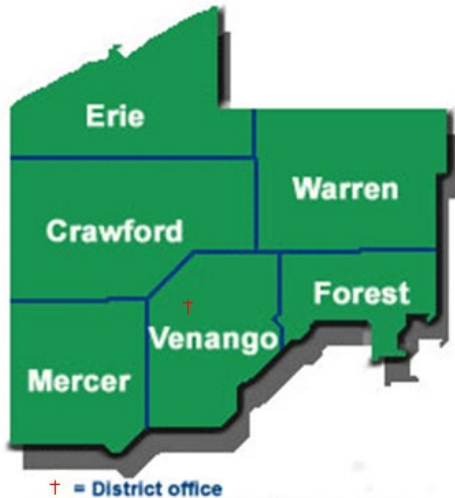
County Manager Darrell Chapman
215 North Maple Street
Mercer, PA 16127
[724.662.5350](tel:724.662.5350)

Venango County (1-5)

County Manager Paula Klingler
1460 Pittsburgh Road
Franklin PA, 16323
[814.432.3115](tel:814.432.3115)

Warren County (1-6)

County Manager Adam Elms
20745 Route 6
Warren, PA 16365
[814.723.3500](tel:814.723.3500)



Standard hours of operation are 8:00 AM to 4:30 PM.

— Verbal and Website Concerns —

Customers may report a concern by phone, in person, or directly online through the Customer Care Center (CCC). The online form requires specific information regarding the location and nature of the concern and contact information for the customer reporting it.

When a concern is reported through the CCC, every effort is made to contact the customer within two days to establish initial customer contact. Our objective is to respond to the customer and take corrective action, when necessary, within 14 calendar days of receiving a concern.

In certain circumstances, additional time may be required for completion due to the nature of the concern, personnel or material requirements, or seasonal/weather-related restrictions.

www.penndot.pa.gov/District1 – Click “Submit Roadway Concern” under the Resources heading.

— Written Concerns —

In the case of a written concern, our objective is to respond in writing within 14 calendar days. During this period, we attempt to investigate the concern to determine corrective action and, if possible, remedy the situation.

— 511PA —

Motorists can visit www.511PA.com to see plow truck locations and road-plowing data, and check conditions on more than 40,000 roadway miles, including color-coded winter conditions on 2,900 miles. 511PA, which is free and available 24 hours a day, provides traffic delay warnings, weather forecasts, traffic speed information, and access to more than 850 traffic cameras.

The 511 phone service also provides travelers with real-time traffic conditions anywhere they have access to a phone. This free service can be accessed from most locations in the state. If you are unable to reach 511 Pennsylvania, your telephone carrier may not yet support this new service. Callers can still access 511 Pennsylvania by dialing [1.877.511.PENN \(7366\)](tel:1.877.511.PENN).



— Right-to-Know Law —

Right-to-Know Law (RTKL) requests can be made by letter or by completing a RTKL request form and submitting it to PennDOT in person, via e-mail, U.S. mail, or fax, as indicated on our website.

www.penndot.pa.gov/ContactUs/Pages/Right-to-Know.aspx

— Employment —

Information regarding Civil Service and Non-Civil Service employment, as well as additional resources, can be found on our website: www.employment.pa.gov or District 1 Human Resource Department at 814.678.7083.

— Contractors and Consultants —

Information and guidance regarding registering as a business partner can be found on the Engineering and Construction Management System (ECMS) website.

www.ecms.penndot.gov – Click “Register as a PennDOT Business Partner” under the Links heading.



TRAFFIC ENGINEERING/OPERATIONS UNIT

Brian Smith, P.E., Civil Engineer Manager – 814.678.7181

Traffic Engineering

— Speed Limits —

Any alteration in a speed limit on a state-maintained roadway must be made based on an engineering and traffic study performed by PennDOT. Requests should be made in writing and submitted by the local municipality.

PennDOT is responsible for the maintenance of the necessary signs for speed limits of 40 mph and greater. Responsibility for maintaining speed limit signs below 40 mph lies with the local municipality, including the cost of replacements.

— Traffic Control —

Any alteration in a traffic control restriction for one-way streets, stop or yield at intersections, stop or yield at locations other than intersections, no-passing zones, and turn restrictions on a state-maintained roadway must be made based on an engineering and traffic study performed by PennDOT.

Requests should be made in writing by the local municipality. PennDOT is responsible for the installation and maintenance of the necessary signs along state-maintained roadways and intersections.

— Guide Rail —

Requests for the placement or alteration of a guide rail require a detailed Department review of the location. If the location meets the Department's criteria, PennDOT will place the guide rail on the highway right-of-way.

If the location requires an alteration of an existing guide rail, due to the construction of a driveway or similar facility, the property owner is responsible for obtaining a permit from the Department and can place a guide rail off the highway right-of-way for the protection of personal property.

— Convex Mirrors —

PennDOT no longer approves requests to install convex mirrors at new locations within PennDOT right-of-way. Existing mirrors may remain in place until they need replaced, at which time they must be removed.

— Hazardous Walking Route Studies —

The purpose of Hazardous Walking Route Studies is to determine if conditions are hazardous for a designated school student walking route along a public highway, as defined in Sections 1362 and 2541 of the Public-School Code. Request for Hazardous Walking Route Studies must be made by the local school district.

— Line Painting —

PennDOT paints primarily road and highway dividing lines, but also paints some timing bars for state police, STOP road markers, and some railroad crossing marks.

Motorists who accidentally get paint on their vehicles should immediately wash the paint off with a high-pressure water stream and detergent. Dried paint can be removed with de-natured alcohol and a soft cloth. Generally, PennDOT is not responsible for paint on vehicles.

Lines are repainted yearly due to normal wear and tear and weather. State roads with the highest traffic volumes and safety needs are painted first. These include interstates and the National Highway System followed by secondary roadways. Most line painting is done during the day with the exception of high traffic roads where the painting is done at night.

PennDOT's painting policy for secondary roads dictates which roads are painted according to their Average Daily Travel (ADT) rate. Roads with under 500 ADT do not receive any lines. Roads with 500-1,000 ADT receive yellow center lines. Roads with above a 1,000 ADT and are at least 21 feet wide receive yellow center lines and white edge lines.

Traffic Signals, Flashing Beacons, and School Zones

Primary Contact: Signal/TIS Section Supervisor, Ed Orzechowski, [814.678.7179](tel:814.678.7179)

— Traffic Signals —

Traffic signals and flashing beacons are the responsibility of the local municipality to install, operate, and maintain. At the request of a municipality, PennDOT will perform a study at an existing intersection or location to determine if a device is warranted or needs to be modified. Municipalities agree to take responsibility of building and maintaining the intersection before the study has begun. To do this, municipalities must fill out a TE-160 form which is a written verification that the municipality will assume all costs associated with the installation, maintenance, and operation of the traffic signal.

To determine if a traffic signal is needed, PennDOT will conduct a study called a Warrant Analysis. This takes into consideration traffic and pedestrian volumes, crash history, and the geometry of the intersection.

If a Traffic Signal is Warranted:

- After receiving the completed application from the municipality, PennDOT will authorize the design of the signalized intersection and issue a permit for construction of the traffic signal to the municipality.
- Upon completion of the Traffic Signal installation, PennDOT will inspect the installation and issue the Traffic Signal Permit.

If a Traffic Signal is Not Warranted:

- PennDOT will notify the municipality, in writing, within two weeks of the completed Warrant Analysis and work with the municipality to determine if there is another solution to the issues they were having.

— Flashing Beacons —

Flashing beacons include those at intersections and on advanced signing. Traffic studies performed take into consideration the crash history and special considerations, such as roadway geometry and intersection alignment. After a study PennDOT will advise the municipality, in writing, if a flashing beacon is warranted.

— 15 MPH School Zone Signs and Flashers —

A 15 MPH school zone speed limit may be established in a school zone during normal hours that students (K-12) are arriving to or leaving school. The municipality and/or school district is responsible for conducting an Engineering and Traffic Study to determine if a school speed zone can be established. After which, the study is submitted to PennDOT for review and approval. The study considers:

- Arrival and departure times of students;
- Geometric review of roadway cross sections, horizontal and vertical alignment;
- Pedestrian (school children) volumes; and
- School Route Plan.

If a school zone can be established, a permit for a flashing device will be issued to the municipality upon receipt of the completed application. In all situations, once a permit is issued, PennDOT does not have any further involvement, except to inspect the completed installation for compliance with the permit.

PennDOT is available for consultation anytime the municipality or school requests. The jurisdictional municipality is responsible for funding the installation and subsequent maintenance of any flashing school speed limit signs and/or flat sheet aluminum signs.

Notes: Municipalities are responsible for furnishing the permit condition diagram to PennDOT for approval.

PennDOT will issue the application to install flashing warning devices upon approval of the Engineering and Traffic Study.

PennDOT does not place School signs. Any person wishing to erect a School sign (S1-1), School Bus Stop Ahead sign (S3-1), School Bus Turn Around sign (S3-1-1), or School Bus Crossing sign (S3-3) must contact the municipality.

Approvals/permits are issued to the school district or the local municipality. A request for review by PennDOT to determine if conditions warrant the placement of the sign can be made by the school district or local municipality in writing.

— Dynamic Message Signs —

Dynamic Message Signs (DMS) are located along roads to inform motorists of local traffic conditions, major incidents, severe weather, roadway construction and maintenance, and safety initiatives. DMS play a vital role in the facilitation of daily traffic management operations by providing up-to-date, accurate travel condition information, and advisories. Because the purpose of the DMS is to provide traffic and safety information to the road users, PennDOT does not post messages containing advertisements or promotions.

Signs

Primary Contact: Operations Section Supervisor, Diana Craft, [814.678.7153](tel:814.678.7153)

— Permitted Signs —

There are various types of signs that can be placed by municipalities after first receiving approval from PennDOT. They include but not limited to the following: cattle crossing, farm machinery, truck crossing, equestrian crossing, fire station, emergency vehicle entrance, handicapped area, plant entrance, park entrance, hospital, church, driveway, and deaf child area. Installation and maintenance of the sign is the responsibility of the municipality.

— Campaign Signs —

No signs, banners, or advertising material of any kind may be placed within or across the legal right-of-way of any state highway. Any of the listed signage that are placed may be removed without prior notice to the owner.

— Logo, Wayfinding, Attraction, and Business Signs —

Logo signing along interstate highways for gas, food, lodging, and camping services is permitted as a public service to the motorist. Only those services that are readily available at the interchange may be signed. In addition, Wayfinding signing is used to enhance tourism within the Commonwealth. This signage falls under the responsibility of the PA Tourism Signing Trust.

Contact: PA Tourism Signing Trust, [1.877.272.1332](tel:1.877.272.1332) or www.palogo.org

— Banner Permits —

A written request and copy of a passed resolution must be submitted to PennDOT by the municipal officials indicating the following for devices to be suspended across the roadway:

- Description of the device being used (sign, banner, etc.);
- Size of the device (length and width);
- Proposed location of the device; and
- Date of device installation and removal.

A statement from the municipality assuming responsibility for erecting, maintaining, and removing the devices, as well as any liability that might result from them, must be obtained. The municipality must receive written consent from PennDOT before installing the devices. The municipality will receive a response within two weeks of PennDOT's receipt of the request.

— Special Events (Races, Parades, and Film Shoots) —

The jurisdictional municipality is responsible for submitting a "Special Event Permit Form" to PennDOT three weeks prior to an event. A detailed map indicating the roads to be closed and the detour routes to be used must be submitted with the road closure request form.

Crash Data and Accident Reports

Information and data compiled from accident reports are used for traffic safety-related research, design and planning of highway projects, and scheduling of highway maintenance activities.

Because this type of information is often interpreted as notification of a hazard, it can leave PennDOT vulnerable to a potential lawsuit. Therefore, PennDOT is very cautious in releasing this type of information. Please refer to the hyperlink for additional information www.crashinfo.penndot.gov.

Speed Enforcement

Primary Contacts: The respective Pennsylvania State Police Barracks or the respective local municipal Police Department

PennDOT has no authority in the enforcement of speed limits. Authority for speed limit enforcement lies with the Pennsylvania State Police on all roadways and the local police enforcement agency within municipal boundaries.

Crawford County – Troop E – Meadville
11025 Murray Road
Meadville, PA 16335-0479
[814.332.6911](tel:814.332.6911)

Forest County – Troop C - Marienville
4956 State Route 899
Marienville, PA. 16239
[814.927.5253](tel:814.927.5253)

Erie County – Troop E - Corry
11088 Route 6 East
Union City, PA 16438
[814.663.2043](tel:814.663.2043)

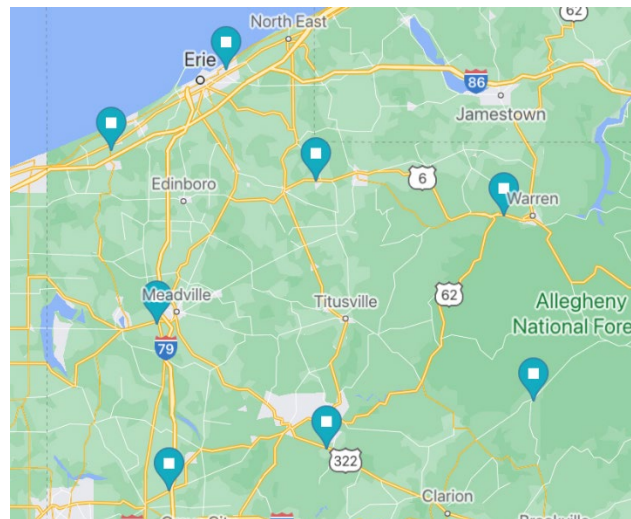
Mercer County – Troop D - Mercer
826 Franklin Road
Mercer, PA 16137
[724.662.6162](tel:724.662.6162)

Erie County – Troop E - Erie
4302 Iroquois Avenue
Erie, PA 16511-2135
[814.898.1641](tel:814.898.1641)

Venango County – Troop E - Franklin
6724 US 322
Franklin, PA 16323
[814.676.6596](tel:814.676.6596)

Erie County – Troop E - Girard
5950 Meadville Road
Girard, PA 16417
[814.774.9611](tel:814.774.9611)

Warren County – Troop E - Warren
22001 Route 6
Warren, PA 16365
[814.728.3600](tel:814.728.3600)



MAINTENANCE UNIT

Doug Schofield, Assistant District Executive – 814.678.7140

Maintenance Work Planning

Primary Contact: Maintenance Program Manager, Doug Fry, P.E., [814.678.7116](tel:814.678.7116)

Each year District 1 completes an Annual Work Plan to establish goals and priorities to be implemented. This helps reconcile monetary, personnel, material, and equipment needs.

The Work Plan is organized into three planning periods: July to October, November to March, and April to June. Work activity and state routes are broken down into period plans. From this step, weekly plans are developed which include the scheduling of personnel, materials, and equipment for foremen to complete the work activities.

— Agility —

Agility is a program introduced by PennDOT that makes it possible to work with our customers to provide additional services to all residents of Pennsylvania. This also permits us to make agreements with our partners to share services, equipment, commodities, and manpower. This is to the benefit of the taxpayers of Pennsylvania.

How does agility work?

- A meeting is scheduled with a PennDOT representative and potential partners.
- Each partner offers suggestions or a “wish list” for services, equipment, or resources.
- A dollar value is assigned for these services, equipment, or resources.
- Each partner reviews the items and an agreement for an equal value of services is reached.
- Each partner benefits as these services are provided with no additional monetary expense.

Who are our partners?

- Partners include but are not limited to AFSCME, local municipalities, businesses, civic organizations, and other state agencies.

Examples of Agility Projects:

Local municipalities clean bridges or mow along state highways in exchange for crack sealing on township roads.

Township employees attending PennDOT-sponsored training in exchange for sweeping state highways.

Agility Contacts:

District 1 Agility Coordinator – Josh Montgomery	814.678.7142
Crawford County Agility Coordinator – Ryan Wescoat	814.332.6880
Erie County Agility Coordinator – Dave Donikowski	814.572.6960
Forest County Agility Coordinator – Adam Hennessy	814.755.3580
Mercer County Agility Coordinator – Zach Miles	724.269.1062
Venango County Agility Coordinator – Dave Servin	814.432.3115
Warren County Agility Coordinator – Adam Hoisington	814.723.3500

— Types of Surface Treatments —

- Seal Coat (Tar and Chip) – A very effective preventative maintenance technique that extends pavement life by sealing pavement cracks. This technique also improves the skid resistance of the pavement. Projects normally involve 100 percent state funds from the county maintenance budget.
- Level and Seal Coat – The purpose of this type of work is to level existing pavement, re-establish roadway cross section, and seal bituminous material as stated above. Projects normally involve 100 percent state funds from the county maintenance budget.
- Mill and Fill (Paving) – This work is performed to excavate the ruts and bumps out of a roadway surface and replace the area with a new bituminous riding surface. Projects can be funded with 100 percent state or federal funds.
- Level and 1.5 Inch Overlay (Paving) – This treatment is used to level and pave higher volume roads. Projects normally involve 100 percent state funds from the county maintenance budget.
- Microsurface – A thin layer of highly skid resistant aggregate is used to restore surface friction to a roadway surface that is beginning to become slippery when wet. This process also seals the roadway surface creating a watertight surface. Projects can be funded with 100 percent state or federal funds.
- Restoration, Rehabilitation, and Resurfacing (3Rs) – The purpose of this type of work is to reconstruct the surface, drainage, shoulders, and guide rail on our highest volume roads. Yearly, PennDOT allocates a portion of the statewide federal dollars for restoration, rehabilitation, and resurfacing construction. Projects are selected based on rehabilitating the state’s most important corridors and overall need.

County Maintenance Activities

Primary Contacts:

Crawford County	814.332.6880	Mercer County	724.662.5350
Erie County	814.871.4411	Venango County	814.432.3115
Forest County	814.755.3580	Warren County	814.723.3500

— Shoulder Maintenance —

At the entrances to private driveways, the owner is responsible for highway shoulder maintenance from the edge of pavement to the right-of-way line. The proper shoulder slope must be maintained to prevent shoulder washout damage and roadway icing caused by water being diverted onto the road. Even after the owner has secured a permit for the driveway, they maintain responsibility for maintenance to assure compliance with the permit.

— Deer Removal —

PennDOT will remove and dispose of dead deer from the roadway and shoulders on all interstates and expressways. To report a dead deer, call [1-800-FIX-ROAD](tel:1-800-FIX-ROAD) or the local county maintenance office. Concerns can also be submitted through the Customer Care Center (CCC) by going to the PennDOT website www.penndot.pa.gov and selecting ‘Submit Roadway Concern’ at the bottom of the page. If a dead deer is on private property, contact the Pennsylvania Game Commission Northwest regional office for removal at [814.432.3187](tel:814.432.3187).

— Mailboxes —

Mailboxes may be placed within PennDOT’s right-of-way. However, they are not covered by a permit regulation and are placed at the owner’s risk.

PennDOT is not liable for damages caused by winter and summer maintenance activities to mailboxes, fencing, shrubbery, trees, etc. within the legal right-of-way.

— Drainage Systems —

Under normal circumstances, PennDOT is responsible for drainage systems on the surface of state roads and subsurface drainage within townships. Underground systems located within a borough or city belong to that municipality. The PennDOT Drainage Policy can be accessed at the link below:

<https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2023/Pub%2023-Chapter%208%20.pdf>

You may also access the publication on our website under Forms, Pubs & Maps. Specific questions regarding drains should be directed to the local county offices. Contact numbers can be found on page 4.

— Pipes and Drainage Ditches —

By Law, Section 417, State Highway Act of 1945, P.H. 1242 gives PennDOT the right to enter private property to clean drainage facilities. PennDOT is authorized to enter upon any private property, if necessary, to correct, maintain, or restore any existing drainage facility. Property owners may not physically block any pipes or ditches. The placement of additional pipes by PennDOT on private property to eliminate ditches is not permitted.

PennDOT is not permitted to spend public funds to engage in construction activity for the specific purpose of improving drainage upon private property, such as placing additional pipes on private property to eliminate ditches.

— Snow and Ice —

PennDOT equipment and personnel are never permitted to clean private driveways or business parking areas. Snow can be pushed from in front of driveways, and mailboxes as long as the truck does not leave the highway or perform backup or turning maneuvers.

511PA is an online and mobile resource that provides alerts and updates on road conditions. It can be accessed at www.511PA.com. There is also a mobile app and a text message alert system that the public are encouraged to utilize in order to find information on plow routes and road closures.

Note: It is not safe to push snow from a personal driveway onto the road for a plow. When plowing snow, push the snow to the far side of the driveway to prevent Department plows from redepositing the snow at the driveway entrance.

Municipal Services Unit

Primary Contacts:

District Municipal Services Supervisor - Josh Montgomery	814.678.7142
Erie - Josh Montgomery	814.678.7142
Mercer, Warren, Forest - Jon Wilson	814.678.7094
Crawford, Venango - Troy Cyphert	814.678.5038

The District 1 Municipal Services Unit provides local and county government officials with information pertaining to the proper administration of their Liquid Fuels Tax Funding, Act 44 Funding, Act 89 County Bridge Funding, and the county specific \$5.00 Fee for Local Use Funding. These dedicated funding sources are limited in their usage towards construction, reconstruction, maintenance, and repair of the public roadways or bridges for which the county or local government is legally responsible to maintain. It is extremely important that the county and local governments handle these funding sources properly as they are subject to audit by the Pennsylvania Department of the Auditor General.

— Liquid Fuels —

If a municipality remains in compliance with PennDOT regulations, Liquid Fuels for Municipalities (Act 655 of 1956) are distributed March 1 of each year based on a ratio derived from total population, and the total linear miles of roadway that is listed on their approved Liquid Fuels roadway inventory. To have a new roadway added to the approved inventory list, the municipality must formally adopt it as a public roadway, and then the roadway must meet all the minimum standards required by PennDOT. Prior approval by the Municipal Services Unit is required

for all construction projects utilizing this funding. For more information visit www.penndot.pa.gov/Doing-Business/LocalGovernment/LiquidFuels/MunicipalLiquidFuelsProgram/Pages/default.aspx.

- Act 44 Funding for local governments is included within the liquid fuels allocation.

According to the Liquid Fuels for Counties (Liquid Fuels Tax Act of 1931), if a county remains in compliance with PennDOT regulations, they will receive funding based on a predetermined formula. Allocations will be distributed to them in June and December. The Act also provides that counties may allocate monies from this fund to their political subdivisions for viable roadway or bridge improvement projects (County Aid). Prior approval by the Municipal Services Unit is required for all construction projects to utilize this funding, including all County Aid projects. Additional information can be found here www.penndot.pa.gov/Doing-Business/LocalGovernment/LiquidFuels/Pages/County-Liquid-Fuels-Program.aspx#.VYnHXvIVhBc

— Bridge Funding —

County Bridge Funding (Act 44 of 2007): If a county remains in compliance with PennDOT regulations, allocations are distributed in December of each year and are based on the ratio of the square footage of county-maintained bridge deck area to the total square footage of deck area of county-maintained bridges throughout the Commonwealth. The funding must be used for county-owned bridge construction, maintenance or repair projects, and may not be given to political subdivisions. Prior approval by the Municipal Services Unit is required for all bridge construction projects utilizing this funding. The approval may include a structural adequacy review by District Bridge Unit personnel.

\$5.00 County Fee for Local Use Fund (Act 89 of 2013): This Act allows counties to impose a \$5.00 fee on all nonexempt vehicles registered to an address located within the county. PennDOT will collect fees imposed, and then distribute semiannually in June and December to each participating county based on the amounts collected. The usage of this funding is the same as Liquid Fuels, to be used towards construction, reconstruction, maintenance and repair of the public roadways and bridges that the county is legally responsible to maintain. However, a broader transportation usage criteria, if used in accordance with Section 9010(C) of the Act, allows funding to be apportioned to political subdivisions through either a formula based on population and roadway mileage, or through an application process similar to that used to allocate County Liquid Fuels Funding (County Aid). In addition, the section also allows counties to distribute monies to non-profit corporations through an application process, if used for eligible transportation purposes, e.g. the creation of highway and bridge planning studies. Prior approval of the Municipal Services Unit is required for all construction projects utilizing this funding.

— Act 89 County Bridge Funding —

Act 89, formerly Act 26 Funding provides to distressed counties, allowing them to remain in compliance with PennDOT regulations, in order to receive funding. Allocations are distributed on the first business day in June and December of each year based on the ratio of the square footage of county-maintained bridge deck area to the square footage of deck area of county-maintained bridges throughout the state. Counties can use the funding for the construction, reconstruction, maintenance, and repairs of the bridges for which they are legally responsible for and the costs and expenses incident thereto. Prior approval by the Municipal Services Unit is required for all bridge projects utilizing this funding. In addition, any bridge equipment whose value would require price quotes, in accordance with the County Code, must also be preapproved by the Municipal Services Unit prior to purchase. End of year reporting will be necessary.

Policies and Procedures for the Administration of Municipal Funding can be found online at www.dot.state.pa.us/public/PubsForms/publications/Pub%209.pdf.

Posted and Bonded Roads

Primary Contact: District Posted Bonded Road Coordinator, Sasha Archer, 814.678.7382

Why are highways posted?

Many of the Commonwealth's secondary and rural highways are not designed to support heavy truckloads. Consequently, many of these routes are damaged due to overweight hauling activities. The Department's posting and bonding policies require heavy haulers to be financially responsible for excess maintenance on the roadways

they use. In this way, the Department can maintain its rural routes for simultaneous use by both passenger vehicles and heavy haulers.

Who determines if a highway must be posted?

The posting authority for State-owned roadways is the Pennsylvania Department of Transportation. Local governments are the posting authority for locally-owned roadways.

How does a hauler permit a section of posted roadway?

The hauler should first contact the Posted Bonded Road Coordinator in the District where they plan to haul to determine what type of permit is required. They may need to enter into an Excess Maintenance Agreement and provide security in the form of a bond or letter of credit.

The amount of security that must be provided for bonding posted highways is as follows:

- For haulers likely to cause damage (heavy haulers)
 - \$6,000 per linear mile for unpaved highways
 - \$12,500 per linear mile for paved highways
- For haulers not likely to cause damage (minimum use haulers)
 - \$10,000 for each county where hauling occurs

Types of Permits:

- Type 1 — (Heavy Haulers) - Route specific, permit authorizes use of overweight vehicle belonging to the USER. Permit is carried in the vehicle.
- Type 2 — (Heavy Haulers) - Permanent site. Route Specific. Permit is posted at USER place of business. Intended for a USER requiring pickups and/or deliveries by vehicles not under USER control.
- Type 3 — (Minimum Use Haulers) - Permit authorizes use of several specified routes, DOES NOT provide blanket county use. Permit carried in vehicles.
- Letters of Local Determination (LoLD) - Exemption letter based on hauling activity, roadway condition, and time of year.

Additional information can be found on our website at:

www.penndot.pa.gov/ProjectAndPrograms/PostedBondedRoadway/Pages/default.aspx

Damage Claims

PennDOT has updated the process for claims of damage to private property. Customers should follow the instructions listed on the [Damage Claim](#) webpage on www.penndot.pa.gov.

— Reimbursement for Highway Facilities Damaged by Motorists —

PennDOT seeks reimbursement from the responsible party for the repair of roadway facilities damaged as a result of crashes.

Common Types of damages are:

- Guide Rails
- Sign

These items are frequently hit as a result of automobile crashes. The owner of the vehicle, determined by police to be responsible for the crash, will be sent a bill for the costs incurred by PennDOT to make the repairs. The motorist receives the bill directly from PennDOT and is instructed to forward it to his/her insurance carrier.

- Spill Cleanups
- Bridge or Pavement Damage

These high-cost items are frequently billed as a result of a crash involving a large trailer truck or other commercial vehicle. Labor, materials, engineering, and construction can drive these costs into the thousands of dollars.

Highway Beautification

Primary Contact: District Roadside Specialist, Cheryl Wimer, [814.678.7042](tel:814.678.7042)

— Adopt-A-Highway —

The Adopt-A-Highway (AAH) program reinforces PennDOT's litter pick-up efforts by involving citizens across the state in anti-litter efforts in Pennsylvania's collective "front yard." The program serves to provide clean, well-cared for highways for Pennsylvania citizens, highway users, and the millions of tourists who visit the state each year. The program allows groups or individuals to become special caretakers on portions of state highways.

The Adopt-A-Highway program has a designated program coordinator in each of the District's six county maintenance offices, as well as the program administrator in the District Office in Oil City. See page 5 for list of county office phone numbers.

Additional information can be obtained on the website at: www.penndot.pa.gov/about-us/RoadsideBeautification/Pages/Adopt-A-Highway.aspx.

Groups interested in adopting a locally maintained road can contact Keep Pennsylvania Beautiful through their website at: www.keppabeautiful.org under "Pick Up Pennsylvania."

— Adopt and Beautify —

Volunteers expand upon PennDOT's planting efforts to cultivate wildflowers and/or other approved plantings along our state roadways under a two-year commitment. In return, PennDOT places a sign recognizing the group for its efforts. Since interchange areas and traffic islands are also available for adoption, this is a wonderful way to say "Welcome to Pennsylvania" and the local community.

Additional information can be obtained on the website at: www.penndot.pa.gov/about-us/RoadsideBeautification/Pages/Adopt-and-Beautify.aspx.

— Sponsor-A-Highway —

While PennDOT's AAH program relies on volunteer groups, the Sponsor-A-Highway program involves businesses and interested parties securing agreements with AAH Maintenance Corporation to use its skilled maintenance forces to perform roadside work, including litter removal, graffiti removal, sweeping, landscape plantings, and mowing. Sponsored roadways will have signs placed that recognize the sponsors.

Find more information on becoming a highway sponsor by visiting the Adopt-A-Highway Maintenance Corporation website www.adoptahighway.com.

— Great American Cleanup of Pennsylvania —

The cleanup is sponsored each year by PennDOT, the Pennsylvania Department of Environmental Protection, Keep Pennsylvania Beautiful, and other partners. Groups participating in PennDOT's AAH program, which involves volunteers cleaning roadsides year-round, are also encouraged to participate in the cleanup.

The cleanup brings together nonprofit organizations, state agencies, local governments, businesses, and more than 130,000 volunteers annually to keep our communities clean and beautiful. Volunteers conduct litter and illegal dump cleanups, community beautification, plantings and restoration, host special collections for community recycling, and educate community members about the importance of clean and beautiful communities.

For additional information and to register for the event, please visit: www.keppabeautiful.org/keep-pennsylvania-beautiful-get-involved or call [1.877.772.3673](tel:1.877.772.3673) ext. 113.

— Winter Maintenance Environmental Efforts —

District 1's maintenance organizations are using the latest technology to provide the traveling public with the best possible winter services while pursuing a commitment to protect and preserve the environment.

District 1 maintenance crews are responsible for clearing snow and preventing ice from forming on 4,133 snow lane miles of roadway and 1,796 bridges. Additionally, District 1 has Winter Agreements with municipalities to clear 1,845 miles of state roads in their jurisdictions.

As environmental stewards, District 1 recognizes the potentially negative impacts of using salt-based products for snow and ice removal and has been developing and using winter technologies which reduce the amount of salt being used.

One method is salt pre-wetting. In this process, the salt is combined with water to create a salt brine. This way, less material is needed for each application, so less salt enters the environment. Brine also stays on the roads better as opposed to rock salt. Each truck can spread on more roads using less solution without sacrificing District 1's commitment to keeping state roads safe and passable.

It is also necessary to properly maintain salt stockpiles. These stockpile sheds can leak sodium chloride into the ground, resulting in polluted land and ground water as well as other detrimental effects, if they are not taken care of properly.

To ensure employee safety, stockpiles are evaluated twice a year, in the summer and winter. The evaluations are based upon requirements ranging from the general housekeeping of the stockpile to the proper storage of chemicals and materials.

District 1 continually strives to improve the environmental health of the Commonwealth. These methods will not only help keep Pennsylvania's transportation systems safe but also environmentally friendly.

— Roadside Vegetation —

Section 6112 of the PA Motor Vehicle Code gives PennDOT wide-ranging authority to trim or remove any vegetation, which, by obstructing the view of motorists, constitutes a traffic hazard.

The first step in invoking these provisions is to determine whether a traffic hazard exists. This is done by measuring the available sight distance in the field and comparing it with minimum standards. If the minimum safe stopping sight distance is not achieved, then a traffic hazard has been demonstrated.

If the vegetation which restricts sight distance is within the right-of-way, PennDOT has the absolute right to trim or remove it regardless of who planted it or what landscaping function it serves.

Should the obstructing vegetation be on private property, it must be trimmed or removed by the property owner within ten (10) days of receipt of written notice from PennDOT. If the owner fails to remove the traffic hazard within the time given, he or she is guilty of a summary offense which is punishable by a fine of \$10 a day until vegetation is cleared.

PennDOT's goal is to maintain desirable vegetation along the road edge and control the natural tendency of plant succession to replace low growing vegetation with weeds, shrubs, and trees. If unchecked, biological succession would result in our highway system being overgrown with woody plants. This slow and steady natural invasion, by degrees, causes the highway to be overgrown, reducing sight distance at curves and intersections, and obscuring guide rail, traffic signs, and driveways.

— Welcome Centers —

District 1's Welcome Centers are available for travelers to get information on regional attractions, travel or accommodation assistance. The centers are open seven days a week, including most holidays, from 7 AM to 7 PM, unless otherwise noted below.

If you receive exceptional service or would like to provide other comments, email that center or alert our Tourism Services Manager at ra-pdtoursvcs@pa.gov. You can view the Welcome Center Map online at <http://padotgis.maps.arcgis.com/home/webmap/viewer.html?webmap=1d92a85e9941427c80b4653e1ecd6cc5> for locations and contact information.

District 1 Welcome Centers

Erie, I-90 West: I-90 westbound, 1/2 mile west of PA/NY border, North East
Email: RA-PDI90West@pa.gov or call 814.217.9600

Mercer, I-80 East: I-80 eastbound, 1/2 mile east of PA/OH border, West Middlesex
Email: RA-PDI80East@pa.gov or call 724.981.6972 (9:30 AM to 6 PM)

For questions about vending machines at either of the welcome centers please call: 724.347.5501.

In District 1 there are also six rest stops along I-80 and I-90 which are privately owned. PennDOT is not responsible for these facilities. Please direct all concerns or questions to the rest stop operators.

Environmental Awareness

Primary Contact: SEMP Coordinator, Ben Vincent, P.E., [814.678.7367](tel:814.678.7367)

Ensure that all maintenance employees are aware of the potential impacts to the environment as a result of a spill or release of a hazardous or residual waste associated with their daily responsibilities as an equipment operator or mechanic.

PennDOT annually trains all maintenance employees in waste management awareness that focuses on spill prevention and spill management requirements.

Environmental Policies:

- **Conserve Policy:** Minimize the amount of waste produced by only using the amount necessary to perform the job. Make employees aware of the waste minimization issue and always practice good housekeeping.
- **Recycle Policy:** Minimize the amount of waste produced by recycling a variety of products. For example, oils, antifreezes, and parts cleaner solvents can be recycled. Also, oil filters can be drained, and the metal container recycled through a scrap metal vendor.
- **Substitution Policy:** Minimize the amount of waste produced by substituting less harmful materials. For example, clean equipment with citrus degreaser instead of hydrocarbon degreasers.
- **Re-use Policy:** Minimize the amount of waste produced by reusing materials. For example, tires can be recapped, batteries and drums can be reconditioned, and dirty paint solvents can be used to thin paints if the dirty solvents are segregated by color.

Surplus Supplies & Equipment

Information regarding state and federal surplus supplies and equipment programs can be found on the Pennsylvania Department of General Services website at: www.dgs.pa.gov – Click on “Surplus Supplies & Equipment for Sale” under the “Public Links” section.



DESIGN UNIT

Tom McClelland, P.E., Assistant District Executive – 814.678.7081

Inspection of Bridges

Primary Contacts: Bridge Inspection Supervisor, Mark Bredl, P.E., [814.678.7162](tel:814.678.7162), or District Bridge Engineer, Mark Nicholson, P.E., [814.678.7057](tel:814.678.7057)

In 1971, the National Bridge Inspection Standards were implemented as a federal regulation of the United States. It mandated that all bridges in the nation must be inspected on a maximum two-year frequency. The inspection data is computerized and forwarded yearly to establish distribution of federal critical bridge funds to the states based on actual conditions and needs.

State System

PennDOT District 1 has two full-time bridge inspection teams who inspect all bridges which span eight feet and greater on a two-year maximum frequency. Bridges posted for a weight limit or with critical structural problems are inspected on a more frequent basis. There are 2,064 state-owned bridges in District 1 that are included in this inspection program.

Local System

All owners of bridges on the local system (county, city, township, and borough) must also inspect their bridges in accordance with federal law. PennDOT is charged with the responsibility of administering the inspection program for the Federal Highway Association (FHWA) and works with local municipalities to ensure the inspections are completed. 80% of the bridge inspection cost is funded with federal funds with a 20% match from local government. At this time, District 1 is moving toward owning more agreements which will reduce the work of the municipalities. Only bridges with spans 20 feet and greater are inspected under this program.

Posted Bridges

When heavy vehicles use Pennsylvania's roads and bridges, wear and tear are increased. To help slow the deterioration and extend the service-life of the state's bridges, certain structurally deficient bridges are posted with weight restrictions based on a bridge's safe-load capacity. Owners of heavy vehicles must obtain a permit, Form M-4902, to cross weight-restricted bridges with weights higher than the posted limit.

An applicant must follow these steps:

Identify what state route or local road the bridge is located on, what the nearest adjacent intersections is, and the PennDOT District where the weight-posted bridge is located.

Precast Bridge Program

Primary Contact: Senior Bridge Engineer Supervisor, Todd Palmer, [814.678.7171](tel:814.678.7171)

District 1's Precast Bridge Program is an effort to cut costs by fabricating concrete bridge beams in the county buildings during winter dark hours. County maintenance crews precast channel beams, inlet boxes and other bridge components that will be installed the following construction season.

PennDOT has partnered with local municipalities to promote the maintenance crew's precast components as an economical way of replacing their poor bridges and culverts. The precast program helps stretch limited resources and reduces the number of structurally deficient bridges in District 1.

Planning and Programming

Primary Contact: District Planning and Programming Manager, Courtney Lyle, [814.678.7046](tel:814.678.7046)

— 12-Year Transportation Program —

Pennsylvania Act 120 was passed by the Legislature and signed by Governor Shaffer in 1970. It established the Department of Transportation, the State Transportation Commission, and the 12-Year Transportation Program. The Act requires PennDOT to “prepare and submit every even numbered year prior to the first day of September, to the State Transportation Commission for its consideration, a program which it recommends to be undertaken by the Department of Transportation during the following twelve fiscal years.”

For information on the 12-Year Program, Act 89 Funding, and the Transportation Improvement Program, visit www.penndot.pa.gov or <http://spcregion.org>.

— Projects, Programs and Planning —

Update Process

- During the summer of the odd numbered years (i.e., 2017, 2019) PennDOT, in cooperation with its planning partners, provides a schedule for the new program.
- During the fall of the odd numbered years, the State Transportation Commission, PennDOT, Metropolitan Planning Organizations (MPOs), and Rural Planning Organizations (RPOs) conduct public involvement activities to identify candidate projects for consideration in the upcoming program cycle.
- Also, during the fall, PennDOT updates estimates for all candidate projects and carryover projects.
- The MPOs, RPOs, and PennDOT share candidate lists of all transit projects for possible inclusion into the program. Rail freight and aviation projects are solicited by their respective sponsors.
- During the spring of even numbered years, MPOs and RPOs meet individually with PennDOT to review and negotiate all candidate projects. All project data is stored in one database (Multi-Modal Project Management System or MPMS) and shared with planning partners.
- The MPOs and RPOs develop a preliminary draft highway, bridge, and transit Transportation Improvement Program (TIP), which is the first four-year period of the 12-Year Program. The MPOs and RPOs submit their TIPs to PennDOT and the State Transportation Commission, perform air quality analyses (when necessary), and open 30-day public comment periods.
- In late spring, the MPOs and RPOs close the 30-day public comment periods, formally approve their individual portions of the program, and submit their portions of the program to PennDOT. During the summer of the even numbered years, the State Transportation Commission approves the 12-Year Program. On behalf of the Commonwealth, the Governor and the Secretary submit the State Transportation Improvement Program (STIP), a compilation of all the MPOs’ and RPOs’ TIPs into a statewide TIP, to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for approval.
- In the fall of the even numbered years, PennDOT obtains joint approval from FHWA and FTA for the new program. The new program takes effect on October 1 of the even numbered years.

Important Points

- The 12-Year Program consists of three, four-year segments and is updated every two years. The first four-year segment is the active portion of the 12-Year Program and represents the State Transportation Improvement Program (STIP).
- The District usually cannot work on any phase (engineering, right-of-way, utilities, or construction) until that phase is in the first, four-year period of the 12-Year Program.
- The process of getting a new project added to the Transportation Improvement Program (TIP), which is the first four-year period of the 12-Year Program, is a cooperative one carried out by PennDOT and its planning partners. PennDOT District 1 partners with the Shenango Valley MPO, the Erie MPO and the Northwest RPO for project planning.

Types of Projects

- Major Capital Improvements (bypasses and relocations)
- Interstate and Expressway Restoration and Reconstruction
- Highway Restoration and Reconstruction
- Betterments (Resurfacing, Restoration, and Rehabilitation)
- State and Local Bridge Replacements and Rehabilitations
- Preventive Maintenance
- Safety Improvements
- Congestion Management Air Quality
- Multimodal
- Intelligent Transportation Systems
- Transportation Alternatives
- Smart Transportation

PennDOT Connects

Primary Contact: Multimodal Manager, Lyndsie DeVito, [814.678.7174](tel:814.678.7174)

PennDOT Connects aims to transform capital and maintenance project development by ensuring community collaboration happens early. Each project is examined for opportunities to improve safety, mobility, access, and environmental outcomes for all modes of transportation.

Specific areas to be discussed during collaboration include, but are not limited to: safety issues, bicycle/pedestrian accommodations, transit access, stormwater management, utility issues, local/regional plans and studies, and freight-generating land uses.

Environmental Department

Primary Contact: Environmental Manager, Autumn Kelley, [814.678.7393](tel:814.678.7393)

Stewardship

To ensure environmental stewardship, PennDOT has developed and implemented an environmental management system within its core business plan that strives to minimize unavoidable environmental impacts associated with maintaining a safe and efficient transportation system.

PennDOT's environmental management system is based upon developing policies, procedures, and training programs that address impacts to a vast array of potential environmental resources while staying in compliance with federal and state laws and regulations.

Environmental Issues:

- Wetlands and Streams
- Permitting
- Erosion and Sediment Control
- Post-Construction Stormwater Management
- Contaminated Materials
- Cultural/Historical Resources
- Air/Noise Quality
- Water Quality
- Threatened and Endangered Species
- Farmlands
- Socio-Economic Resources
- Public Involvement

Wetlands

Wetlands describe what are most commonly known as marshes, bogs, swamps, or shallow ponds. The State uses a more legal definition (25 PA Code, Chapter 105): "Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions."

There are a variety of benefits derived from wetlands. First, they buffer the surges of water after rainfall, which often minimizes flooding. Also, they have a number of natural waters' purifying characteristics. Wetlands may also provide groundwater recharge/discharge, sediment/shoreline stabilization, and endangered species habitat.

Finally, wetlands are valuable for their beauty, wildlife habitat and recreational value as well as the opportunities they provide for environmental studies.

Due to the importance of wetlands, a number of laws have been developed to ensure the preservation of them. 25 PA Code, Chapter 105 particularly, outlines a number of laws pertaining to wetlands.

State and Federal Laws

All wetlands within project areas are identified by federal and state mandated delineation methods (1987 Corps of Engineers Wetland Delineation Manual).

- An alternative analysis is performed to determine if the project can avoid or minimize impacts to the wetlands.
- All impacts to wetlands that cannot be avoided must be mitigated based on functions and values lost from impacts.
- PennDOT must mitigate wetland impacts. Mitigation can be in the form of a replacement site; paying into the wetland fund, if applicable; or receiving credits from a previously constructed wetland bank.

The Pennsylvania Department of Environmental Protection and the U.S. Army Corps of Engineers permits are required when wetlands are impacted. The U.S. Environmental Protection Agency, U.S. Fish & Wildlife Services, Pennsylvania Fish & Boat Commission, Pennsylvania Game Commission, Pennsylvania Historic and Museum Commission, and County Conservation Districts may also be involved in the permit process.

— Cultural Resources —

Cultural resources include things like artifacts, prehistoric and historic sites and properties, structures, objects, and landscapes. In order to be eligible for the National Register of Historic Places, a historic property must possess at least one of the following criteria: (1) association with events that have made a significant contribution to the broad patterns of our history; (2) association with the lives of persons significant in our past; (3) distinctive characteristics of a type or period of architecture, method of construction, the work of a master architect, high artistic value, or representative of a significant and distinguishable entity whose components may lack individual distinction; (4) potential to yield or have yielded information important in prehistory or history.

Cultural resources, unlike natural resources, are non-renewable. Once they have been destroyed, they and the information they contain will be lost forever. PennDOT's cultural resource staff includes qualified professional archaeologists and architectural historians. To better protect cultural resources, District 1 follows a general outline to determine the best methods of preservation.

Archaeology studies three basic levels:

- Phase I: Determination as to presence or absence of cultural deposits within a given area by literature search and fieldwork.
- Phase II: Evaluation of site significance and eligibility for listing on the National Register of Historic Places.
- Phase III: If site is significant and cannot be avoided, impacts are minimized and mitigated by recovering data.

Historic structures consist of buildings, structures, and districts. Some examples include historic bridges, rural and urban historic districts, and architecturally significant buildings. The property may be of value to the nation as a whole, the Commonwealth of Pennsylvania, or the community in which it is located. A historic resource may be considered significant (eligible for the National Register of Historic Places) if it is associated with an important historic context and retains its integrity (has not been extensively altered). Historic Preservation seeks to document, conserve, and protect significant historic resources.

Pennsylvania has a rich and diverse prehistoric and historic cultural heritage. Development and maintenance of our transportation system is necessary for growth and progress and such activities may impact the cultural resources in that area. PennDOT is bound by federal and state laws and regulations to consider the effects of its actions on all aspects of the environment for transportation-related projects. PennDOT is the single largest source of public sector archaeological and historic resources investigations in Pennsylvania. The goal of the District is not only to comply

with these historic preservation laws, but also to manage cultural resources so that transportation projects may proceed efficiently and on time. The District is committed to the identification, evaluation, and protection of our cultural resources to ensure these resources are available for future generations.

— Threatened and Endangered Species —

District 1 has six species of threatened and endangered (T&E) mussels. They occur most abundantly in the Allegheny River, French Creek, Shenango River, and Conewango Creek. However, throughout these water sheds, there are many more smaller streams that also contain federally-listed endangered mussels. Due to the presence of T&E species throughout the District, we often must enter into Section 7 consultation with the USFWS. Section 7 of the Endangered Species Act requires federal agencies (or federal actions including permitting) to consult with USFWS to ensure that our project will not jeopardize the continued existence of any endangered, threatened or proposed species. FHWA, PennDOT, PFBC and USFWS have entered into an agreement, Programmatic Biological Assessment and Commonwealth of Pennsylvania Species Coordination for the federally and state listed mussels in the Ohio River Basin in Pennsylvania. This agreement places waterways into Management Units and allows for a streamlined consultation process based on Management Unit and project impacts.

— Environmental Justice and Title VI —

Primary Contact: Environmental Manager, Autumn Kelley, [814.678.7393](tel:814.678.7393); District 1 Title VI Coordinator, Ron Johnson, P.E., [814.678.7145](tel:814.678.7145)

The Title VI and Environmental Justice committee monitors compliance and issues in those areas for District 1. This involves submitting semi-annual reports to the FHWA detailing the District's Title VI and Environmental Justice (EJ) activities, coordinating Title VI and EJ training for District staff and providing translation services to individuals with Limited English Proficiency (LEP).

Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of federal financial assistance on the basis of race, color, and national origin, including matters related to language access for persons with LEP. Supplemental legislation provides these same protections from discrimination based on sex, age, disability, or religion.

Executive Order (EO) 13166 – Improving access to services for persons with LEP. An example of complying with this EO would be to provide an interpreter at a public meeting for an individual that does not speak English.

EJ refers to the implementation of EO 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994), which directs procedures to be put in place to identify and address any disproportionately high and adverse human health or environmental effects on minority and low-income population groups.

The fundamental principles of EJ can be defined as:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Environmental Justice and Title VI are additional considerations when analyzing impacts associated with transportation projects and, if applicable, are included within the National Environmental Policy Act (NEPA) document.

— Public Involvement —

As part of the National Environmental Policy Act (NEPA) process, PennDOT coordinates with the public throughout the design and construction process for transportation projects. The District 1 Public Involvement (PI) process utilizes multiple methods to reach out to the public beyond the standard coordination letters and meetings with local representatives and property owners.

Public Meetings: Depending on the impacts, a public meeting may be held to inform the public about the details of a project and how it will affect the community.

Plans Displays: A second method of reaching out to the community is plans displays. With this scenario, the design plans, detour, and contact information are displayed within the local municipality for the public to view at their convenience.

Township Meetings: A third method is to present the transportation project during a regularly scheduled township meeting. Finally, we may post information about a project on the local township's webpage or Facebook page that directs the user to the District 1 PennDOT home webpage. Within PennDOT's webpage is a PowerPoint presentation that outlines the details of the project.

Virtual Public Involvement: Online methods are used in connection with the above efforts to increase public involvement opportunities. Project overviews, handouts, display boards, comment forms, and more are available through the webpages, which can be found at www.penndot.pa.gov/District1 and clicking on Public Meetings/Studies under the Resource heading.

Regardless of which process is used, local representatives and the general public are provided with an opportunity to ask questions and provide feedback so that we are aware of and can take into consideration the concerns of the local community.

— Noise Concerns —

Because District 1 includes urban areas, roadway noise is often a concern for residents and businesses along many of our roadways. PennDOT's noise abatement policy is currently limited to the construction of warranted noise barriers as part of a highway project on new alignment or for a major reconstruction project with additional travel lanes. PennDOT does not have a funding mechanism for noise barrier retrofit projects on existing highways at this time due to constrained federal and state highway dollars. PennDOT continues to use its available funding to address our most critical bridge and highway needs and to maintain our existing infrastructure.

Additional information on PennDOT's noise abatement program can be found in our Publication #24, Project Level Highway Traffic Noise Handbook. This publication is available on the website at www.penndot.pa.gov or by calling our Materials Management Division at 814.678.7198.

Railroad Structures and Crossings

Primary Contact: District Grade Crossing Engineer, Jeanette Uhl, P.E., 814.678.7084

Requests for information or problems regarding where a highway (State Route or Local Public Road) crosses at-grade, above, or below grade (bridges) the tracks of a railroad should be referred to the District Grade Crossing Administrator.

PennDOT is only responsible for the pavement two feet outside of the rails. The railroad is responsible for the pavement at the tracks. The Public Utility Commission has exclusive jurisdiction over the construction, relocation, suspension, and abolition of public highway-railroad crossings.

The following information will help process your request:

Location: (County, Township, Borough, City)

Highway: (State Route or Township Road)

Crossing DOT/AAR Number: (6-Digit number and letter located on a small sign attached to railroad sign/light post, at grade crossings only)

Other information can be obtained from:

Public Utility Commission
Bureau of Transportation & Safety
P.O. Box 3265
Harrisburg, PA 17105-3265
[717.787.6680](tel:717.787.6680)
www.puc.state.pa.us

Highway Occupancy and Utility Permits

Primary Contact: District Permit Manager, Andy Boland, [814.678.7156](tel:814.678.7156)

— Underground Utility Permits (Gas, Water, Sewer Lines) —

Utility companies must apply for permits for an installation within the highway right-of-way including service lines to the property lines. Property owners can get permits to cross highways for drilling or boring.

— Overhead Utility Permits (Telephone, Electric, Cable Television) —

Only PUC-controlled companies can apply. A permit is required for the placement or replacement of utility poles. The minimum height required on all overhead lines is 18 feet.

— Driveway Permits —

A permit is required for any driveway accessing onto a State Highway. Applications can be made at our District Office or any of our County Maintenance Offices.

Permits are required to ensure that PennDOT has control over the location and size of driveways to provide maximum safety for persons using the drive and the traveling public.

- **Sight Distance:** PennDOT has requirements that driveways meet minimum sight distance measurements for users to safely exit and enter.
- **Drainage:** The site is reviewed to ensure a drainage problem is not created as a result of the driveway construction.
- **Guide Rail:** If a guide rail is involved within the location of a driveway, the permittee must remove the guide rail and reconstruct end treatments to meet Department safety regulations at his/her expense. The removed guide rail is then to be delivered to the nearest PennDOT stockpile location.

— e-Permitting —

e-Permitting is designed to streamline the permit application process for utility companies, businesses, engineering consultants, municipalities, and individuals who need to apply for a Highway Occupancy Permit (HOP).

The secure, friendly system provides the tools you need to create an HOP application (M-945A), attach documents, submit the package to PennDOT, and view the response from any internet enabled computer.

It's easy to register for a user ID. Applicants who work with permits regularly can become an e-Permitting Business Partner. There is an Express Registration option for one-time applicants too. Go to the e-Permitting Site www.epermitting.penndot.gov for more information.

Design Services

Primary Contact: Design Services Engineer, Ron Johnson, [814.678.7145](tel:814.678.7145)

— Consultant Agreements Unit —

The District 1 Consultant Agreements Unit handles the acquisition and administration of consultant agreements for both design and construction inspection. The Unit facilitates the consultant selection process to assist with project design and ensures all construction projects have inspection oversight. Through this process, the Unit is responsible for prompt payment of consultant invoices and monitoring Disadvantaged Business Enterprise (DBE) requirements.

— Locally Sponsored Projects —

PennDOT oversees project delivery of Locally Sponsored Projects, which use certain types of federal and state funding, to assist the Local Sponsor with compliance in all required processes and procedures.

Right-of-Way

Primary Contact: Right-of-Way Administrator, Paul Chiappetta, [814.678.7072](tel:814.678.7072); or District Chief Negotiator, John P. Gagliotti, [814.678.7068](tel:814.678.7068)

The Right-of-Way Unit is responsible for the acquisition of property for transportation purposes, including bridge and highway projects, multi-modal programs, and bicycle and pedestrian pathways. The Unit governed principally by the 1970 Uniform Act (Federal Legislation), the Pennsylvania Constitution and the Pennsylvania Eminent Domain Code.

Requests for Right-of-Way information on state roads in Crawford, Erie, Forest, Mercer, Venango and Warren Counties, contact Barbie Pringle at [814.678.7089](tel:814.678.7089) or email RA-pdDist1PrintRoom@pa.gov.

— Outdoor Advertising —

The Right-of-Way Unit oversees signs outside the right-of-way located on controlled state routes. For more information see www.penn.dot.gov/ProjectAndPrograms/RoadDesignEnvironment/RoadDesign/Right-ofWayandUtilities/Pages/Outdoor-Advertising-and-Junkyard-Control.aspx.

Tourist Oriented Directional Signs (TODS) and the LOGO Program signs that are posted inside the right-of-way are governed by the Pennsylvania Tourist Signing Trust.

— Junkyard Permits —

PennDOT issues permits pertaining to junkyards to ensure, when needed, screenings are erected to shield the roadway and traffic from the junk. The definition of junk follows what was laid out in the federal Highway Beautification Act and can be found at www.pacode.com/secure/data/067/chapter451/chap451toc.html.

To receive a junkyard permit, applicants are asked if their land is defined as industrial or non-industrial by their local municipality. Applications will be rejected if all the required information is not included. If an application is missing information, they will be given 30 days to provide the information.

PennDOT will follow up to see if screening plans have been followed; further legal action can be taken if the screening is not in place.

CONSTRUCTION UNIT

Dax Nulph, P.E., Assistant District Executive – 814.678.7120

Construction Introduction

The District 1 Construction Division inspects, coordinates, and oversees construction activities by Department contractors in all six counties.

The Construction Division primarily ensures roadway and bridge construction projects are conducted to comply with the Department's specifications, policies, and executed contracts.

Information regarding construction activities, detours and traffic restrictions are released periodically from the District's Press Office. Specific information can be obtained more immediately by contacting the District Press Officer at [814.678.5035](tel:814.678.5035) or visiting <https://gis.penn.dot.gov/paprojects/PAProjects.aspx>

Locally Sponsored Projects

Primary Contact: Local Project Administrator, Steve Novak, [814.678.7071](tel:814.678.7071)

- Administrates all locally sponsored projects funded with any federal and/or state monies.
- The FHWA/PennDOT Stewardship and Oversight Agreement includes a requirement for PennDOT to assume certain FHWA oversight and approval responsibilities on specific categories of projects.
- Responsible for ensuring project compliance with applicable federal and state requirements.
- Responsible for ensuring that locally sponsored projects have supervision and inspection during the construction phase.
- Ensures the project is completed in conformity with approved plans and specifications.
- Determines eligibility for federal funds on extra work added by Local Sponsor.
- Assists Local Sponsor with compliance with all required processes and procedures.

— Consultant Inspection Agreements —

- Develops and maintains engineering legal agreements for consultants' construction inspection.

Structural Control

Primary Contact: Structural Control Engineer, Jason Daley, P.E., [814.678.7029](tel:814.678.7029)

The Structural Control Engineer provides technical oversight and support for bridge construction projects and solves technical bridge construction-related issues such as:

- Demolition
- Temporary Shoring
- Foundations
- Beam Erection
- Deck Placement
- Shop Drawing Review

Constructability Review and Scheduling

Primary Contact: District Constructability Manager, Will Tissue, [814.678.5022](tel:814.678.5022)

Questions pertaining to constructability and pre-bid construction schedules can be directed to the District Constructability Manager. This includes questions regarding:

- Constructability reviews of all Department designs;
- Constructability reviews performed by consultants;
- Pre-bid schedules; and
- Contractor baseline and updated schedules.

Materials Unit

Primary Contact: Materials Manager, William Carr, III, [814.678.7198](tel:814.678.7198)

Bulletin 15 is a listing of approved construction materials. These materials are used by contractors doing work for PennDOT and also by Department forces. Nearly every item in a contract or bid document requiring materials other than bituminous concrete, ready-mix concrete, or raw aggregates can be found in Bulletin 15 and the corresponding approved vendors of these materials. Producers of the previously mentioned bituminous and cement concrete and aggregates are found in other Department publications.

Vendors wishing to have their products included in Bulletin 15 may apply online through Electronic Construction and Materials Management System (eCAMMS). The Bureau of Construction and Materials in Harrisburg, PA, which handles the process through its product evaluation unit, will conduct an evaluation of the product and the feasibility of the product, along with determining its cost effectiveness. The vendor will then be notified of their

acceptance or rejection for Bulletin 15. Further instructions can be found online at www.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/eCAMMS/npets.pdf.

The Materials Unit is responsible for issues such as:

- All materials used on a state/federally funded project must be approved by PennDOT.
- Deals with a wide variety of materials ranging from road salt and anti-skid to structural bolts, steel, concrete, paint, to straw, mulch and grass seed.
- Asphalt and Concrete plant calibration and mix design approvals.
- QA reviews of concrete and asphalt plants.

Geotechnical Unit

Primary Contact: District Geotechnical Engineer, Christopher Fox, P.E., [814.678.7128](tel:814.678.7128)

The Geotechnical Unit, previously called the Soil Unit, takes soil samples and soil borings to help design bridge foundations, soil and rock slopes, and roadway design parameters. The unit takes existing ground conditions and identifies cost-effective bridge and roadway foundation solutions. The District 1 Geotechnical Unit is responsible for the following:

- Geotechnical investigations and reports for design and maintenance projects including bridge foundation designs, landslide repair designs, and retaining walls.
- Geologic hazard investigations for landslides, mine subsidence, DEP mine permit applications, and retaining wall failures.
- Foundation checks during construction.
- Support to municipalities and counties on geotechnical issues for locally sponsored projects.
- Highway Occupancy Permits reviews.

Contractor Pre-qualification/Business Partner Registration

Section 102.01 of PennDOT's specifications requires contractors become pre-qualified before the date fixed for the opening of bids for state highway construction work. In order to become pre-qualified, contractors must establish proof of competency and responsibility in accordance with 67 PA Code Chapter 457, Regulations Governing Pre-qualification of Prospective Bidders. Subcontractors must pre-qualify in the same manner if they intend to undertake partial or total construction of one or more items of work. Additionally, contractors are required to register with PennDOT as a business partner. To obtain a complete set of application form or for additional information, go online to <https://www.penndot.pa.gov/Doing-Business/Pages/ConstructionContractor-Registration.aspx>, or contact:

Bureau of Project Delivery
Prequalification Office
Pennsylvania Department of Transportation
400 North St., 7th Floor
Harrisburg, PA 17120
[717.787.7032](tel:717.787.7032) or [717.787.3733](tel:717.787.3733)

Conducting Business with PennDOT - Disadvantage Business Enterprise, Small Business Enterprise Element, and the Diverse Business Program

For information regarding the Disadvantaged Business Enterprise (DBE) Program, the Small Business Enterprise (SBE) Element and the Diverse Business (DB) Program go online to <https://www.penndot.pa.gov/about-us/EqualEmployment/Pages/Disadvantaged-Business-Enterprise.aspx>.

DMV INFORMATION

Customer Call Center, 717.412.5300, ext. 711

The Pennsylvania Department of Motor Vehicles (DMV) is the resource for a host of services related to motorists, many of which can be found online at www.dmv.pa.gov. Topics of interest include:

- Requesting or renewing vehicle registration
- Requesting or renewing driver's license (DL) or photo ID cards.
- Changing addresses on DL or photo ID cards.
- Requesting duplicate DL or photo ID cards.
- Paying DL restoration fees.
- Checking on the status of retired vehicle registration.
- Requesting DL restoration letters.

DMV Statewide Contact Information

Pennsylvania Department of Transportation
1101 South Front Street
Harrisburg, PA 17104

License Plate Return - BMV Return Tag Unit
P.O. Box 68597
Harrisburg, PA 17106-8597

8:00 AM to 5:00 PM, Monday through Friday
Closed legal holidays

DMV Local Offices

Crawford County

16942 Patricia Drive
Meadville, PA 16335
Open 8:30 AM to 4:15 PM, Thursdays, Fridays and Saturdays
CDL knowledge testing ends at 2:00 PM

Forest County

668 Elm Street
Tionesta, PA 16353
Open 8:30 AM to 4:15 PM, Fridays and Saturdays

Venango County

143 Airport Road
Seneca, PA 16346
Open 8:30 AM to 4:15 PM, Tuesdays and Wednesday.
CDL knowledge testing ends at 2:00 p.m.

Erie County

7200 Peach Street Summit Towne Center
Erie, PA 16509
Open 8:30 AM to 4:15 PM, Tuesdays through Saturdays
Knowledge testing ends at 2:00 PM

Mercer County

519B Greenville Road
Mercer, PA 16137
Open 9:30 AM to 4:15 PM Tuesdays and Thursdays, and 9:30 AM to 4:15 PM the first, third and fifth Saturday of every month.
CDL knowledge testing ends at 2:00 PM

Warren County

984 Hatch Run Road
Warren, PA 16365
Open 9:30 AM to 4:15 PM, Thursdays and Fridays
CDL knowledge testing ends at 2:00 p.m.

Other DMV Services/Topics

PA Turnpike E-ZPass

This subscription allows travelers to prepay toll route charges through an electronic device kept in the vehicle. For more information visit the PA Turnpike E-ZPass website:

www.ezpass.csc.paturndpike.com/PovEntryPages/Main.aspx

— Yellow Dot —

The Yellow Dot program assists citizens in the "golden hour" of emergency care following a traffic crash when they may not be able to communicate their needs themselves. Placing a Yellow Dot decal in your vehicle's rear window alerts first responders to check your glove compartment for vital information to ensure you receive the medical attention you need. The program is a cooperative effort between PennDOT, the state departments of Health and Aging, the Pennsylvania State Police, the Pennsylvania Turnpike Commission, first responders, and local law enforcement.



Citizens can complete a participation form online to have PennDOT mail them a Yellow Dot kit. Visit www.penndot.pa.gov/TravelInPA/Pages/Yellow-Dot.aspx to sign up.

— Veteran Designation —

Act 176 of 2012 allows for the issuance of a Pennsylvania Driver's License or Identification Card that clearly indicates that the bearer is a veteran of the United States Armed Forces. This is being accomplished by adding a Veterans Designation directly to the bearer's Driver's License or Identification Card.

Check with the Department of Military and Veterans Affairs for specific eligibility requirements at www.milvet.state.pa.us/DMVA/vtf/dld_flyer.pdf, prior to submitting your request to add the Veterans Designation to your driver's license or identification card.

Once the Veterans Designation has been added to your license or ID, it will automatically appear each time your license or ID is renewed.

— Mobile Apps —

PennDOT offers several applications for mobile devices to aid in travel information and motorist education.

- **PA Driver's Practice Test** – Offers realistic representation of the actual driver's knowledge test with practice questions to prepare for the PennDOT driver's knowledge test or refresh your knowledge and become a better driver.
- **PA Motorcycle Practice Test** – Offers a realistic representation of the actual motorcycle knowledge test with practice questions to help prepare for the PennDOT motorcycle knowledge test or refresh your knowledge and become a better ride.
- **511PA** – Provides real-time, hands-free traffic advisories for every PennDOT roadway in Pennsylvania, and for major roadways in neighboring states of NJ and WV, with more to come.

All Applications can be downloaded on the App Store and Google Play. Links can be found here: www.pa.gov/apps

— Donate Life Pennsylvania —

For information regarding becoming an organ donor or changing donor status visit: www.donatelifepa.org/about-donation.

— REAL ID —

Beginning May 3, 2023, Pennsylvanians will need a REAL ID-compliant driver's license, photo ID card, or another form of federally-acceptable identification (such as a valid passport or military ID) to board a domestic commercial flight or enter a federal building or military installation that requires ID.

Customers have three options for obtaining a REAL ID product: [order their REAL ID online](#) if they have been pre-verified and their REAL ID product will be mailed to them within 15 business days; visit any PennDOT Driver's License Center that is open for driver license services, have their documents verified and imaged, and their REAL ID product will be mailed to them within 15 business days; or visit one of 12 REAL ID Centers and receive their REAL ID product over the counter at the time of service.

More info about document requirements for REAL ID, including a [printable document checklist](#), can be found on the [Document Check page](#) of the [PennDOT Driver and Vehicle Services website](#).

Contact District 1

Jill Harry

Community Relations Coordinator

255 Elm Street

Oil City, PA 16301

Phone: 814.678.5035

Email: jharry@pa.gov

Find us online: www.penndot.pa.gov/District1

Follow us on Twitter: @511PAErie

Join us on Facebook: Northwest Region PennDOT

Get roadway conditions & traffic info: www.511PA.com