Lancaster County MPO LTAP Annual Report FY 2024-2025

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Introduction

Lancaster County MPO partners with PennDOT to implement the Local Technical Assistance Program (LTAP) throughout Lancaster County. LTAP provides transportation-related training opportunities to municipalities to assist them with their local transportation needs.

Program Overview

The 2024-2025 fiscal year is the 14th year that the Lancaster County MPO has partnered with PennDOT to offer LTAP services to the 60 municipalities in Lancaster County. The courses and tech assists provided by LTAP trainers and technical experts provide valuable training and assistance to municipal staff.

Program Highlights

LTAP Survey

- Emailed municipal survey (Attachment A) on February 7, 2025, to roadmasters and public works directors at all 60 municipalities in Lancaster County.
- Five municipalities returned the survey between February and April, for a response rate of 8%.
- Survey results (Attachment B) included municipal data and course interest indicated by municipalities.

LTAP Courses

- Between July 1, 2024, and June 30, 2025, Lancaster County MPO scheduled four LTAP courses
- Of the four classes, three were held and one class was cancelled due to low enrollment
- For the three courses held, 58 people registered and 49 people attended. This is an average of 16.3 attendees per course
- Lancaster County Municipalities Registered: Earl Township, East Lampeter Township, East Petersburg Borough, Ephrata Township, Fulton Township, Lancaster Township, Manheim Township, Mount Joy Borough, Rapho Township, Upper Leacock Township, West Donegal Township
- Other Counties/Entities Registered: Adams, Bucks, Dauphin, Lycoming, Montgomery, Schuylkill, York, PennDOT
- Host Facilities: Maple Grove Community Center, Manheim Township Public Library, Lancaster County Public Safety Training Center.

Courses held between July 1, 2024, and June 30, 2025

COURSE	DATE	REGISTERED	ATTENDED	STATUS
TRAFFIC SIGNS BASICS 4 PDHS (RS-S16-D1)	9/18/2024	17	15	COMPLETED
FULL DEPTH RECLAMATION 4 PDHS (RS-M15-B1)	2/04/2025	30	27	COMPLETED
GEOGRAPHIC INFORMATION SYSTEM (GIS) BASICS 4 PDHS (RS-M40-B1)	6/3/2025	11	7	COMPLETED
	Total	58	49	

Courses canceled between July 1, 2024, and June 30, 2025

COURSE	DATE	REGISTERED	ATTENDED	STATUS
ROADSIDE SAFETY FEATURES V. II 6 PDHS (RS-S25-D2)	5/22/2025	3	0	CANCELED / DROPPED

Communications/Marketing

- Lancaster County MPO created flyers of available courses (Attachment C) and emailed them to roadmasters and public works directors in spring and summer as new courses were added to the schedule.
- Municipal managers were added to the mailings during the summer.
- Flyers were also distributed at some public meetings, as well as at webinar screenings hosted by Lancaster County Planning Department.
- LTAP emails were forwarded to relevant email lists and to relevant planning staff so that they could encourage municipal staff in their planning areas to register as appropriate.

Budget Expenditures

- Staff Hours: 104
- Catering: $341.76; Panera Bread for half-day classes on 9/18/2024 and 6/3/3024
- Catering costs work out to $14.24/attendee (including instructors)

Opportunities for 2026 and Beyond

- Email updated survey October of 2025
- Focus on road safety courses in concert with implementation of the Lancaster County Traffic Safety Action Plan, on the agenda for adoption at the October 28, 2025, MPO meeting.

- Provide LTAP information at Lancaster County Planning Department's Fall Regional Open Houses on October 15 and 30.
- Reformat course flyers
- Create an LTAP page on Lancaster County Planning Department website.
- Attend LTAP classes to establish face-to-face connection with municipal staff and LTAP instructors.
- Create an outline social media campaign to be implemented by department social media staff.
- Use website News and In the Spotlight features to advertise upcoming LTAP classes

Attachment A

2025 PennDOT Local Technical Assistance Program (LTAP) Classes

SURVEY

Have you taken previous LTAP Classes? ☐ Yes   ☐ No

Are you enrolled in the Road Scholar program? ☐ Yes   ☐ No

Have you or your municipality utilized the Technical Assistance program? ☐ Yes   ☐ No

When would you like the classes to be held? ☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter

☐ 4th Quarter

Would your municipality be interested in hosting LTAP classes? ☐ Yes   ☐ No

How large is your road supervisory and road maintenance staff? ☐ 1-5 people   ☐ 6 or more

Municipal Contact: Title:

Phone: Email:

Municipality:

Please check the classes on the list below that your municipal staff would be interested in attending during 2025.

(LCPD will schedule the classes for you and provide breakfast for a half-day class and lunch for a full-day class.)

<u>2025 LTAP Class Offerings</u>

☐**Active Transportation for PA Communities**: Half Day, Roads Scholar II

☐ **ADA Transition Plans & Self-Evaluations**: Half Day, Road Scholar II

☐ **Americans with Disabilities Act (ADA**): Half Day, Road Scholar I

☐ **Asphalt Roads: Common Maintenance Problems:** Half Day, Road Scholar I

☐ **Asset Management:** Half Day, Road Scholar I, Road Scholar Administrative

☐ **Bridge and Culvert Inspection for Municipalities:** Full Day, Road Scholar II

☐ **Curves on Local Roads: Issues and Safety Tools**: Half Day, Road Scholar II, Road Scholar Police, Road Scholar Administrative

☐ **Drainage: The Key to Roads that Last:** Full Day, Road Scholar I

☐ **Drones: Municipal Transportation Uses:** Half Day, Roads Scholar I, New Course Available June 2024

☐ **Erosion and Sedimentation Control**: Half Day, Road Scholar I, Updated November 2022

☐ **Full Depth Reclamation:** Half Day, Road Scholar I

☐ **Geographic Information System (GIS) Basics:** Half Day, Roads Scholar I, Roads Scholar Administrative, New Course Available June 2024

☐ **Geosynthetics:** Half Day, Road Scholar I

☐ **Introduction to Traffic Studies**: Half Day, Road Scholar I, Road Scholar Police, Road Scholar Administrative

☐ **Local Road Safety Plan**: Half Day, Road Scholar II, Road Scholar Police, Road Scholar Administrative, Updated March 2022

☐ **Managing Utility Cuts**: Half Day, Roads Scholar I, Road Scholar Administrative

☐ **Micro-surfacing and UTFC:** Half Day, Roads Scholar I

☐ **Municipal Stormwater Facilities Program:** Half Day, Roads Scholar I, Roads Scholar Administrative, New. June 2023

☐ **Pavement Markings: Applications and Maintenance v. II**: Half Day, Road Scholar I, Road Scholar Police

☐ **Pedestrian and Crosswalks**: Half Day, Roads Scholar II

☐ **Posting and Bonding of Local Roads v. II**: Half Day, Roads Scholar I, Road Scholar Administrative

☐ **Principles of Paving v. II**: Full Day, Road Scholar I

☐ **Project Estimating Using Mathematical Principles**: Full Day, Roads Scholar I

☐ **Project Oversight – Monitoring Quality by Asking the Right Questions**: Half Day, Roads Scholar II, Road Scholar Administrative

☐ **Public Works Safety:** Half Day, Road Scholar I, Administrative, New July 2023

☐ **Risk Management and Traffic Safety for Municipalities**: Half Day, Road Scholar I, Roads Scholar Administrative, Roads Scholar Police, New 2022

☐ **Road Safety Audit**: Half Day, Road Scholar II, Road Scholar Police

☐ **Road Surface Management v. II**: Full Day, Roads Scholar I, Road Scholar Administrative, New 2022

☐ **Roadside Safety Features v. II**: Full Day, Road Scholar I

☐ **Roadside Vegetation Control**: Full Day, Roads Scholar I, Road Scholar Administrative

☐ **Safe Driver v. II**: Half Day, Road Scholar II, Road Scholar Police, Road Scholar Administrative

☐ **School Transportation Management:** Half Day, Road Scholar II, Roads Scholar Police, Roads Scholar Administrative New Course Available June 2024

☐ **Seal Coat**: Half Day, Roads Scholar I

☐ **Speed Limits and Speed Management**: Half Day, Roads Scholar II, Road Scholar Police, Road Scholar Administrative

☐ **STOP Signs and Intersection Traffic Control**: Half Day, Road Scholar II, Road Scholar Police, Road Scholar Administrative

☐ **Stormwater Control Measures Operation and Maintenance (O & M):** Half Day, Roads Scholar II, New, June 2023

☐ **Temporary Traffic Control (Work Zones)**: Full Day, Road Scholar I, Road Scholar Police, Road Scholar Administrative, New 2022

☐ **Traffic Calming**: Full Day, Road Scholar I, Road Scholar Police, Road Scholar Administrative

☐ **Traffic Signals Basics:** Half Day, Road Scholar II, Road Scholar Administrative, Police, New Course Was Available June 2023

☐ **Traffic Signs Basics**: Half Day, Road Scholar I, Road Scholar Police, Road Scholar Administrative

☐ **Trucks on Local Roads: Issues and Solutions:** Half Day, Road Scholar II, Road Scholar Police, Road Scholar Administrative New Course Available June 2024

☐ **Unpaved and Gravel Roads Common Maintenance Practices**: Half Day, Roads Scholar I

☐ **Winter Maintenance**: Half Day, Roads Scholar I

☐ **Winter Maintenance Planning:** Half Day, Roads Scholar II, Roads Scholar Administrative, New. June 2023

Attachment B

2025 LTAP Survey Results--Municipal Data

Municipality	Contact Name	Title	Phone	Email	Size of Road Crew	Have you taken LTAP classes?	Enrolled in Road Scholar?	Utilized Technical Assistance?	When would you like classes to be held?	Interest in Hosting?
West Hempfield Township	Dale Getz	Director of Public Works	717-285-5554	dgetz@westhempfield.org	6 or more	Y	N	Y	Q2, Q3, Q4	Y
Earl Township	Jay Stauffer	Road Master	717-945-4596	jstauffer@earltwp.com	5 or fewer	Y	Y	Y	Q1, Q3, Q4	N
West Lampeter Township	Ryan Martin	Public Works Supervisor	717-464-8019	publicworks@westlampeter.com					Q1, Q2, Q3, Q4	Y
Paradise Township	Blaine Stoltzfus	Roadmaster		paradiseroadmaster@gmail.com						
Providence Township	Jim Grube	Roadmaster		jim@providencetownship.com	5 or fewer				Q4	Y

2025 LTAP Survey Results--Course Interest

Course Title	Half Day or Full Day	Muni Interest	Interested Municipalities
Americans with Disabilities Act (ADA)	H	1	W. Lampeter
Asphalt Roads: Common Maintenance Problems	H	2	W. Hempfield, W. Lampeter
Curves on Local Roads: Issues and Safety Tools	H	2	W. Hempfield, W. Lampeter
Drones: Municipal Transportation Uses	H	1	W. Lampeter
Full Depth Reclamation	H	2	Earl, W. Lampeter
Local Road Safety Plan	H	2	W. Hempfield, W. Lampeter
Managing Utility Cuts	H	2	Earl, W. Lampeter
Micro-surfacing and UTFC	H	1	Earl
Pavement Markings: Applications and Maintenance v. II	H	2	W. Hempfield, W. Lampeter
Posting and Bonding of Local Roads v. II	H	2	Earl, W. Lampeter
Principles of Paving v. II	F	3	W. Hempfield, Earl, W. Lampeter
Public Works Safety	H	2	W. Hempfield, W. Lampeter
Project Estimating Using Mathematical Principles	F	1	Earl
Project Oversight – Monitoring Quality by Asking the Right Questions	H	1	Earl
Risk Management and Traffic Safety for Municipalities	H	1	W. Hempfield
Road Surface Management v. II	F	3	W. Hempfield, Earl, W. Lampeter
Roadside Safety Features v. II	F	3	W. Hempfield, Earl, W. Lampeter
Roadside Vegetation Control	F	2	W. Hempfield, W. Lampeter
Seal Coat	H	2	Earl, W. Lampeter
Speed Limits and Speed Management	H	1	W. Lampeter
STOP Signs and Intersection Traffic Control	H	1	W. Lampeter
Stormwater Control Measures Operation and Maintenance (O & M)	H	2	W. Hempfield, W. Lampeter
Traffic Signs Basics	H	2	W. Hempfield, W. Lampeter
Trucks on Local Roads: Issues and Solutions	H	1	Earl
Unpaved and Gravel Roads Common Maintenance Practices	H	1	W. Hempfield

Attachment C

Local Technical Assistance Program (LTAP) In-Person Classes for 2025

ACTIVE TRANSPORTATION FOR PA COMMUNITIES

ADA TRANSITION PLANS AND SELF EVALUATIONS

AMERICANS WITH DISABILITIES ACT (ADA)

ASPHALT ROADS: COMMON MAINTENANCE PROBLEMS

ASSET MANAGEMENT

BRIDGE & CULVERT INSPECTION FOR MUNICIPALITIES

CURVES ON LOCAL ROADS: ISSUES & SAFETY TOOLS

DRAINAGE: THE KEY TO ROADS THAT LAST

DRONES: MUNICIPAL TRANSPORTATION USES

EROSION & SEDIMENTATION CONTROL

FULL DEPTH RECLAMATION

GEOGRAPHIC INFORMATION SYSTEM (GIS) BASICS

GEOSYNTHETICS

INTRODUCTION TO TRAFFIC STUDIES

LOCAL ROAD SAFETY PLAN

MANAGING UTILITY CUTS

MICRO-SURFACING AND UTFC

MUNICIPAL STORMWATER FACILITIES PROGRAM

PAVEMENT MARKINGS: APPLICATIONS & MAINT. V.II

PEDESTRIAN & CROSSWALKS

POSTING & BONDING OF LOCAL ROADS V. II

PRINCIPLES OF PAVING V. II

PROJECT ESTIMATING USING MATHEMATICAL PRINCIPLES

PROJECT OVERSIGHT—"MONITORING QUALITY BY ASKING THE RIGHT QUESTIONS"

PUBLIC WORKS SAFETY

RISK MANAGEMENT & TRAFFIC SAFETY FOR MUNICIPALITIES

ROAD SAFETY AUDIT

ROAD SURFACE MANAGEMENT V.II

ROADSIDE SAFETY FEATURES V. II

ROADSIDE VEGETATION CONTROL

SAFE DRIVER V.II

SCHOOL TRANSPORTATION MANAGEMENT

SEAL COAT

SPEED LIMITS & SPEED MANAGEMENT

STOP SIGNS & INTERSECTION TRAFFIC CONTROL

STORMWATER CONTROL MEASURES O&M

TEMPORARY TRAFFIC CONTROL (WORK ZONES)

TRAFFIC CALMING

TRAFFIC SIGNALS BASICS

TRAFFIC SIGNS BASICS

TRUCKS ON LOCAL ROADS: ISSUES & SOLUTIONS

UNPAVED & GRAVEL ROADS COMMON MAINT. PRACTICES

WINTER MAINTENANCE

WINTER MAINTENANCE PLANNING

To schedule classes in your municipality:

Contact Trevor West, Planning Technician (trwest@lancastercountypa.gov) or Faith Kelleher, Office Support III (fkelleher@lancastercountypa.gov), Lancaster County Planning Department, at 717-299-8333

Breakfast will be provided for half-day classes; breakfast and lunch for full-day classes.

Visit https://gis.penndot.gov/LTAP/public/CourseInfo_GenInfo.aspx for details on class content.

Lancaster County LTAP Training Opportunities

pennsylvania
DEPARTMENT OF TRANSPORTATION
LOCAL TECHNICAL ASSISTANCE PROGRAM

The Lancaster County Planning Department has coordinated with local municipalities to schedule the following LTAP classes in Lancaster County for Spring 2025.

Visit https:/gis.penndot.gov/LTAP for more information and to register for classes. Contact Trevor West, Planning Technician trwest@lancastercountypa.gov or Faith Kelleher, Office Support III fkelleher@lancastercountypa.gov or call 717-299-8333 with any questions.

Scan code for LTAP info

LTAP Course	Municipality	Date	Time	Meal Provided
Roadside Safety Features v. II	West Lampeter Township (Municipal Building, 852 Village Road, Lampeter, PA 17537)	May 22	8 am – 3 pm	Breakfast and Lunch
Geographic Information System (GIS) Basics	East Hempfield Township (Lancaster County Public Safety Training Center, Room 103, 101 Champ Blvd, Manheim, PA 17545)	June 3	8 am – 12 N	Breakfast

The Pennsylvania Local Technical Assistance Program (LTAP) was created to share transportation knowledge, improve road maintenance and safety skills, and put research and new technology into practice at the municipal level.

LANCASTER COUNTY
PLANNING
Lancaster, Pennsylvania

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