Williamsport Area Transportation Study Metropolitan Planning Organization

WILLIAMSPORT AREA
TRANSPORTATION STUDY MPO

2022-2023 LOCAL TECHNICAL ASSISTANCE PROGRAM ANNUAL REPORT

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Williamsport MPO 2022-2023 LTAP Annual Report

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MISSION STATEMENT

The Lycoming County Department of Planning & Community Development (PCD) proposes to collaborate with PennDOT during 2022-2023 to work with all 52 municipalities in Lycoming County to identify their training needs and arrange for delivery of this training in a strategic and cost-effective manner to properly maintain and upgrade Lycoming County's local transportation network.

PROGRAM OVERVIEW

A Metropolitan Planning Organization (MPO) is a group of elected and appointed officials representing local, state, and federal governments along with other agencies, that have an interest or responsibility in local transportation systems. The MPO is responsible for creating a Long-Range Transportation Plan (LRTP) https://www.neo.org/wats-mpo/lrtp, a Transportation Improvement Program (TIP) https://www.neo.org/wats-mpo/lrtp, and a Unified Planning Work Program (UPWP) https://www.neo.org/wats-mpo/upwp. The Williamsport Area Transportation Study (WATS) is the MPO covering Lycoming County. The role of the WATS MPO is to develop transportation policies, programs, and projects that move people and goods in a safe, efficient manner. It also will promote economic development, protect the environment, and preserve Lycoming County's quality of life.

The Lycoming County Department of Planning & Community Development agreed to become involved in the LTAP Program, since we have established strong relationships with our municipal officials. MPO's are tasked with development of a LRTP and the TIP. We work closely with municipalities for identification and prioritization of transportation improvement projects needed, within Lycoming County.

This is the 18th year the Williamsport MPO has teamed up with PennDOT to assist in the LTAP program. The contracting mechanism for MPO involvement was inclusion of Task 5-A in the FY 2022-2024 WATS UPWP. We have found numerous ways to integrate LTAP with our other local transportation planning initiatives and have verified that municipal officials are aware of LTAP services and benefits. We have received very positive feedback on the usefulness and value of the program to address their transportation training needs.

Since these documents must be fiscally controlled as per federal requirements, it is important that preventative maintenance measures be employed to extend the life of roads and bridges. This allows us to avoid the high capital expenditures on larger scale projects, that could become unaffordable for our MPO to program. The LTAP Program provides municipal officials with a wealth of educational materials targeted at preventative maintenance. This allows the ability to stretch limited transportation dollars to perform cost-effective transportation asset management.

On December 17, 2018 the Williamsport MPO adopted their 20-year Long Range Transportation Plan Update (LRTP) in fulfillment of Federal Fixing America's Surface Transportation (FAST) Act compliance

requirements. We have worked with municipalities and other stakeholder organizations to develop the FFY 2023-2026 Transportation Improvement Program (TIP), which was adopted by the MPO on June 5, 2022. 99 highway and bridge transportation projects valued at an estimated \$106 million are now programmed on the TIP. The LRTP and TIP emphasize system preservation with a focus on correcting poor condition bridges. LTAP courses and technical assistance can help us implement the MPO LRTP and TIP projects with our local municipalities. This has provided guidance, education and technical assistance regarding sound system preservation practices, which also is a high priority for PennDOT. Now that PA Act 89 is in place, it will provide significant additional funding to local municipalities for roads and bridges. It is important that municipal officials receive the proper training to begin to quickly implement the backlog of municipal road and bridge projects.

PROGRAM ACCOMPLISHMENTS

Below is a list of what we believe to be our most significant accomplishments:

- The Lycoming County Department of Planning & Community Development staff is now more
 educated on the services offered through LTAP. This will allow us to more effectively market the
 program with our municipal officials. Effective marketing begins with a thorough understanding
 of the product or service you are offering.
- 2. In 2016, Lycoming County, utilizing LTAP supplemental funding completed the Lycoming County Small Bridge Inventory Pilot program. The pilot program demonstrated the general lack of awareness regarding the condition of smaller, local bridges less than 20 feet long. Federal inspections are not required on these structures. With follow-up NBIS level inspections, completed by Lycoming County, has identified 104 such structures.
 - The Lycoming County Small Bride Inspection Program (restarted in 2021), based in large part on the success of the Small Bridge Inventory pilot program, to date has discovered eight (8) under 20 feet long, locally owned bridges that required closure due to safety concerns. This only highlights the critical role the Small Bridge Inspection program plays in informing Lycoming County municipalities of their locally owned bridge infrastructure, and the need for preventative maintenance.
 - 3. Using the data obtained through the Small Bridge Inventory Pilot program, the County, working with PennDOT Engineering District 3-0 and local municipal bridge owners has developed a local bridge bundling program to begin to repair or replace 17 poor condition locally owned bridges (a \$7 million local investment). The Lycoming County Commissioners approved the contract with Bassett Engineering on June 13, 2020. Construction of bundles 1 through 3 began in 2021 and bundle 3 construction was completed in late 2022. Construction of bundle 4 began in May 2023 and includes three (3) bridges located in Fairfield, Lewis, and Washington Townships. The Bridge Bundling program will have a significant impact on addressing Lycoming County's poorcondition locally owned bridge backlog. It is critical to note that this project would not have been possible without the assistance of LTAP supplemental funds.

- 4. The LTAP classes offered in Lycoming County are consistent with the most frequent courses requested by our municipalities through our survey results, which help to contribute to good course attendance and feedback by municipal officials.
- 5. The Williamsport MPO LTAP program has been analyzed in terms of number of courses offered, registrants and attendees.

Program Year	Number of	Number of	Number of	Average Number of
	Courses Held	Registrants	Attendees	Attendees Per Course
2005-2006	7	137	102	15
2006-2007	8	145	113	14
2007-2008	9	313	240	26
2008-2009	16	327	252	16
2009-2010	7	84	66	10
2010-2011	5	70	52	10
2011-2012	9	176	143	16
2012-2013	5	114	93	19
2013-2014	8	153	128	16
2014-2015	8	139	107	13
2015-2016	4	96	76	19
2016-2017	4	70	50	13
2017-2018	4	71	54	13
2018-2019	5	142	115	23
2019-2020	3	82	82	27
2020-2021	All courses	Held	Virtual	Only
2021-2022	7	47	37	5
2022-2023	7	156	130	19
18 Year Total	116	2,377	1,876	16

The PCD staff worked with PennDOT to offer online courses, webinars, and other remote training opportunities.

FY 2022-2023 PROGRAM HIGHLIGHTS

This section provides a summary of key outreach activities the PCD undertook, to better market the LTAP Program to our municipalities in Lycoming County. Specifically, information on the survey, courses offered, communication and marketing tools and techniques as well as budgetary figures to administer the program are provided.

LTAP MUNICIPAL TRAINING NEEDS SURVEY

For the 2022-2023 LTAP program year, PCD Staff continued issuance of a two-page simplified course survey in October 2022. The MPO staff works with PSATS to schedule courses based on the municipal requests from the survey as well as requests directly from municipalities during LTAP courses, Technical Assistance visits and other outreach.

LTAP COURSE OFFERINGS

This section of the report provides summary information regarding the 2022-2023 LTAP courses that were offered and held within Lycoming County. PCD staff promoted the scheduled in-person courses as well as all virtual courses, Drop-In sessions, and webinar offerings through multiple emails as well as posting the course offerings with date/time information, brief course descriptions, and links to the PennDOT LTAP website on the WATS MPO LTAP website.

The MPO uses the Old Lycoming Twp. Volunteer Fire Dept. Social Hall as the host facility. This location is centrally located and easily accessible to most municipalities and houses ideal training facilities at a reasonable cost.

Course Name	Date Held	Attendees
Seal Coat	August 9, 2022	23
Posting & Bonding of Local Roads	September 13, 2022	11
Winter Maintenance	October 11, 2022	31
Principles of Paving	October 25, 2022	15
Erosion and Sedimentation Control	March 28, 2023	18
Temporary Traffic Control	April 18, 2023	8
Unpaved & Gravel Roads	May 2, 2023	12
Drainage: The Key to Roads that Last	May 23, 2023	12

COMMUNICATION / MARKETING

Traditionally, the PCD staff would use three primary means of communication with municipalities to promote the LTAP courses (hardcopy mailers, mass e-mails, and the <u>WATS MPO LTAP webpage</u>). PCD staff utilized monthly emails to all municipal partners, highlighting that month's LTAP virtual courses and Drop-In session webinar offerings and links to the LTAP registration website. Additionally, the PCD staff updated the WATS MPO LTAP website monthly with LTAP training information and links to the registration website. The PCD staff made follow-up reminder telephone calls and emails to municipalities as needed, and assisted with registering participants.

The Lycoming County Planning Commission staff partnered with SEDA-COG MPO by jointly staffing a display booth and provided marketing materials at the West Branch Council of Governments Equipment Show held on May 17, 2023. Additionally, WAT MPO coordinated with PSATS to hold two LTAP courses at the Equipment Show;

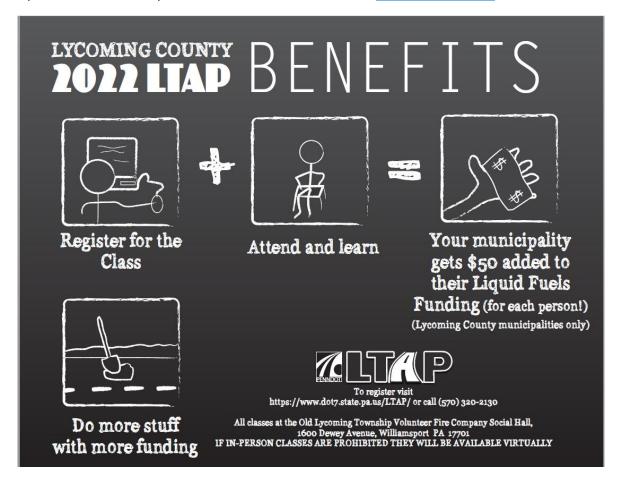
- Stormwater Operation and Maintenance
- Pavement Markings

We were able to connect with approximately 400-450 municipal attendees throughout the region at this single day event. This forum provided an excellent opportunity to promote LTAP and network with municipal officials and area-wide design firms and highway equipment vendors.

The Lycoming County Department of Planning & Community Development continued working partnerships with many organizations to market the LTAP Program in 2022-2023 including:

- The Pennsylvania Department of Transportation Central Office & Engineering District 3-0
 Bureau of Municipal Services
- SEDA-Council of Governments
- West Branch Council of Governments
- Lycoming County Association of Township Officials
- Old Lycoming Township Volunteer Fire Company
- Lycoming County municipalities
- Local News Media

In 2022, PCD continued the incentive program. Any Lycoming County municipality that had an individual register and attend an LTAP course offering, would receive an additional \$50 on their municipal liquid fuels allocation in 2022. In the hopes that this will further incentivize municipalities to send representatives to LTAP course offerings. This following graphic was emailed to municipalities, emailed to municipal officials, and incorporated into the LTAP section of the WATS MPO website.



Below are the 2023 liquid	I fuel allotment honuses	hased on this new	incentive program
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Municipality	2023 TOTAL LTAP COURSE ATTENDEES	Total Benefit Earned
City of Williamsport	32	\$1,600
Clinton Twp.	4	\$200
Eldred Twp.	2	\$100
Hepburn Twp.	13	\$650
Hughesville Boro.	2	\$100
Jackson Twp.	2	\$100
Lewis Twp.	12	\$600
Mifflin Twp.	1	\$50
Mill Creek Twp.	5	\$250
Montoursville Boro.	18	\$900
Muncy Boro.	4	\$200
Old Lycoming Twp.	4	\$200
Wolf Twp.	11	\$550
2022-2023 Totals	110	\$5,500

The total amount of additional liquid fuels funds received by Lycoming County municipalities participating in the incentive program in 2022-2023 was \$5,500.00.

BUDGET EXPENDITURES

This section of the annual report provides a summary of budgetary expenditures for various work tasks by quarterly reporting period in support of Lycoming County Department of Planning & Community Development efforts to promote the LTAP Program in Lycoming County based on authorized work activities contained in Task 5-A of the Williamsport MPO approved FY 2022-2024 Unified Planning Work Program.

Quarterly Budget Expenditures for LTAP Task (5-A)

Task 5-A First Quarter Expenditures (July 1, 2022-September 30, 2022) \$3,348.76

- LCPC Staff performed numerous LTAP administrative actions throughout the billing period, including promotion of all LTAP virtual courses, Virtual Drop-In Sessions, fall 2022 LTAP in-person courses, and webinars.
- LCPC Staff held the LTAP Seal Coat course on August 9, 2022 at the Old Lycoming Twp.
 Volunteer Fire Hall.
- LCPC Staff held the LTAP Equipment and Posting & Bonding of Local Roads course on September 13, 2022 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff coordinated and attended a Technical Assistance visit in Gamble Township on September 21, 2022 for a proposed road repair/shared bicycle/pedestrian lane project on Lake Road. LTAP Engineer, Gamble Twp. Supervisors and streets department staff, MPO and Planning Department staff attended.
- LCPC Staff attended the 2022 LTAP Planning Partner Conference on September 22, 2022.

- LCPC Staff prepared and submitted the 4th Quarter FY 2021-2022 LTAP quarterly report to PennDOT.
- LCPC Staff coordinated with PSATS to schedule upcoming Technical Assistance Visits in October and November 2022.

Task 5-A Second Quarter Expenditures (October 1, 2022 - December 31, 2022) \$4,673.37

- LCPC Staff performed numerous LTAP administrative actions throughout the billing period, including promotion of all LTAP virtual courses, Virtual Drop-In Sessions, fall 2022 LTAP in-person courses, and webinars.
- LCPC Staff held the LTAP Winter Maintenance course on October 11, 2022 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff held the LTAP Principles of Paving course on October 25, 2022 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff coordinated and attended a Technical Assistance visit in Gamble Township on October 6, 2022 to review needed safety improvements for the proposed road repair/shared bicycle/pedestrian lane project on Lake Road. LTAP Engineer, Gamble Twp. Supervisors and streets department staff, MPO and Planning Department staff attended.
- LCPC Staff coordinated and attended a Technical Assistance visit in Jackson Township on October 19, 2022 for a proposed road stabilization and drainage project on Blacks Creek Rd. LTAP Engineer, Jackson Twp. Supervisors and MPO and Planning Department staff attended.
- LCPC Staff prepared and submitted the 1st Quarter FY 2022-2023 LTAP quarterly report to PennDOT.

Task 5-A Third Quarter Expenditures (January 1, 2023- March 31, 2023) \$3,257.24

- LCPC Staff performed numerous LTAP administrative actions throughout the billing period, including promotion of all LTAP virtual courses, Virtual Drop-In Sessions, spring 2023 LTAP in-person courses, and webinars.
- LCPC Staff held the LTAP Erosion and Sediment Control course on March 28, 2023 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff coordinated and attended a follow up Technical Assistance visit in Lewis
 Township on January 6, 2023 to review a slide repair project on Dubois Hollow Road.
 LTAP Engineer, Lewis Twp. Supervisors and streets department staff, MPO and
 Planning Department staff attended.
- LCPC Staff coordinated and attended a Technical Assistance visit in Washington Township on February 10, 2023 for a proposed road stabilization and improvement project on Gap Rd. LTAP Engineer, Washington Twp. Supervisors and MPO and Planning Department staff attended.
- LCPC Staff coordinated and attended a follow up Technical Assistance visit in Washington Township on March 16, 2023 with the LTAP Safety Engineer regarding

- guiderail and other safety concerns for the road stabilization and improvement project. LTAP safety engineer, Washington Twp. Supervisors and MPO staff attended.
- LCPC Staff prepared and submitted the 2nd Quarter FY 2022-2023 LTAP quarterly report to PennDOT.

Task 5-A Fourth Quarter Expenditures (April 1, 2023 – June 30, 2023) \$3,665.83

- LCPC Staff performed numerous LTAP administrative actions throughout the billing period, including promotion of all LTAP virtual courses, Virtual Drop-In Sessions, spring 2023 LTAP inperson courses, and webinars.
- LCPC Staff prepared and submitted the 3rd Quarter FY 2022-2023 LTAP Quarterly report to PennDOT
- LCPC Staff held the LTAP Temporary Traffic Control course on April 18, 2023 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff held the LTAP Unpaved Gravel Roads course on May 2, 2023 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff held the LTAP Drainage: The Key to Roads that Last course on May 23, 2023 at the Old Lycoming Twp. Volunteer Fire Hall.
- LCPC Staff coordinated and attended a Technical Assistance visit in Upper Fairfield Township on May 26, 2023 for a proposed road drainage repair project off of Rt. 87. LTAP Engineer, Upper Fairfield Twp. streets department staff, MPO and Planning Department staff attended.
- LCPC Staff coordinated and attended a Technical Assistance visit in Muncy Borough on May 26, 2023 for a proposed road drainage repair project on Shuttle Hill Road. LTAP Engineer, Muncy Borough streets department staff, MPO and Planning Department staff attended.
- LCPC Staff attended the 2023 West Branch COG Equipment show on May 18, 2023 at the Lycoming County Fairgrounds. LCPC Staff assisted in scheduling on-site LTAP courses with PSATS and West Branch COG.

FY 2022-2023 WATS MPO LTAP Task Budget Summary

Total FY 2022-2023 Task 5-A Expenditures	\$14,945.20
Total FY 2022-2023 UPWP Task 5-A Budget	\$15,000.00
Budget Savings FY 2022-2023	\$54.80
Program Cost Per LTAP Course Attendee, FY 2022-2023	\$115.38

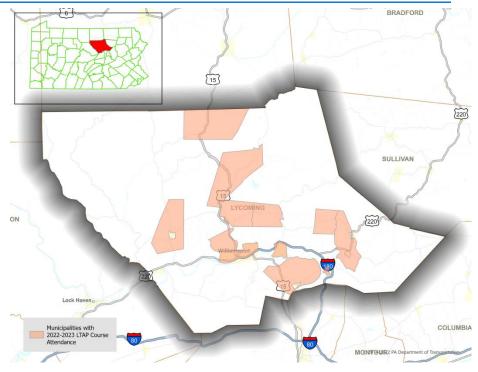
PROGRAM SUCCESS STORIES

Diversity of Course Offerings

Since the PCD began its partnership with PennDOT in 2005 to market LTAP courses in Lycoming County, we have offered 116 courses with 1876 municipal officials in attendance. These courses yielded an average of 16 attendees per course. (Numbers do not reflect the virtual course offered 2020-2021) Considering our MPO represents a single county (Lycoming) with a small municipal catchment base and large geographic area (largest land area of any PA County) involving long travel times for some of our municipal attendees these numbers are strong.

High Participation across Municipalities

51 of the 52 Lycoming County municipalities (98%) have attended LTAP courses or have used LTAP services since 2005. About 25% or 13 Lycoming County municipalities attended LTAP classes this year (meaning at least one person from the municipality attended least one of the LTAP courses contrast, offered). In approximately 17%, or 9 Lycoming County municipalities attend LTAP courses in 2021-2022.



MAJOR MARKETING OPPORTUNITIES 2023 & BEYOND

At their November 8, 2021 public meeting, the Williamsport MPO approved the continuation of the Lycoming County Department of Planning & Community Development participation as a partner with PennDOT in the LTAP program by including a separate task once again in the FY 2022-2024 WATS MPO Unified Planning Work Program. The PCD will continue to pursue a marketing plan that will identify strategies to maintain consistent levels of attendance at LTAP trainings and expand participation in technical assistance in Lycoming County.

In an effort to make the LTAP courses more accessible to municipal partners, the Williamsport MPO will retain the host facility location for the 2022-2023 LTAP program, at the Old Lycoming Township Volunteer Fire Department Social Hall, since in-person LTAP courses have resumed. This location is easily accessible to most municipalities (quick access to Route 15), houses ideal training facilities, and is reasonably priced. In addition, the PCD will continue to offer free lunches for the full-day training sessions in addition to providing morning refreshments that have previously been offered.

Achieve Full LTAP Participation by Lycoming Co. Municipalities & Neighboring RPO's

PCD staff continues to successfully partner with the SEDA-COG MPO and Northern Tier RPO to promote LTAP on a more region-wide basis by cross-promoting classes and attending regional events that draw municipal officials such as the equipment shows and we are seeing non-Lycoming County municipalities from these neighboring planning regions attending our courses and equipment shows. We will continue to make efforts to offer either new LTAP courses (that have not been previously offered in Lycoming County) or updated classes with new material to ensure we are providing an up to date and diverse training program in a variety of disciplines attractive to our local municipalities.

Technical Assistance

Another focus of future opportunities is the LTAP Technical Assistance visits. Municipal requests for technical assistance in Lycoming County are generally low. This is primarily due to the fine efforts of PennDOT District 3-0's ongoing routine municipal outreach activities and numerous county sponsored programs. These programs provide free services to municipalities such as local bridge inspections, liquid fuels funding assistance and ongoing technical assistance from the Planning Department.

PCD Staff will continue to monitor Technical Assistance requests via the LTAP website and informational flyers targeted at Lycoming County's 52 municipalities. The PCD staff received seven (7) requests for Technical Assistance visits during the 2022-2023 LTAP year.

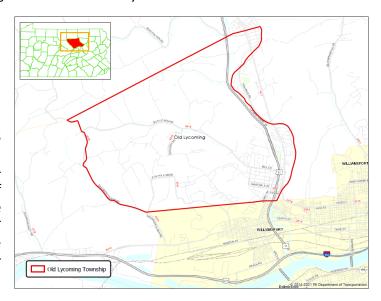
Old Lycoming Township:

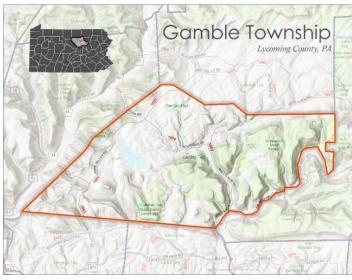
Huling Road Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Old Lycoming Township in September 2022 to address erosion and drainage issues on Daugherty's Run Rd.

PCD staff met with Rep. Joe Hamm and his staff, LTAP Engineer, Old Lycoming Twp. streets department staff, PennDOT District 3-0 Municipal Services staff, and DEP staff attended. PennDOT is going to perform some of the stabilization work within PennDOT right-of-way and the Township will be working with DEP to address the other stabilization issues.

Gamble Township:

Lake Road Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Gamble Township in October 2022 to address road repair and safety issues. PCD staff and a LTAP engineer met with Gamble Township Supervisors and the Road Master. A number of options were discussed for repairing Lake Road. One component of the proposed projects is to add a shared lane for bicycle/pedestrian access and to improve safety. The property around Rose Valley Lake is owned by the PA Fish and Boat Commission. The engineer suggeted reaching out to that organization to gather "buy-in" for any proposed recreational enhancements. Currently the Township





Supervisors are working on gathering information to apply for PennDOT Multi-Modal funding and other grant opportunities to fund a future project.

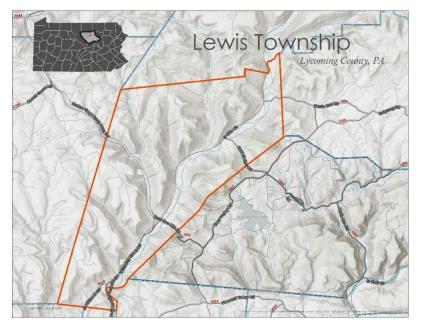
Jackson Township:

Blacks Creek Road Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Jackson Township in October 2022. PCD staff and a LTAP engineer met with Jackson Township Supervisors and the Road Master to address erosion and road stabilization issues the Township is facing. PCD staff offered to conduct a volume traffic count to assist the Township in applying for Low Volume road grants through the Lycoming County Conservation District in 2023.



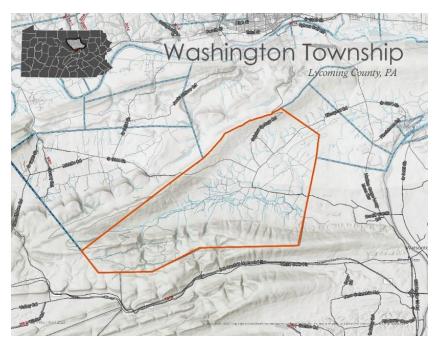
Lewis Township:

Dubois Hollow Road Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Lewis Township in January 2023 to address slide repair and safety issues. PCD staff and a LTAP engineer met with Lewis Township Supervisors and the Road Master. The group conducted a review of the slide issue on Dubois Hollow Rd. Currently the Township Supervisors are working on gathering information on funding options to fund the project.



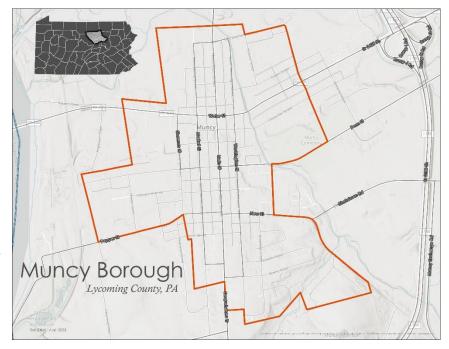
Washington Township:

Gap Road Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Washington Township in February and March 2023. PCD staff and a LTAP engineers met with Washington Township Supervisors review a multi-phase improvement project the Township is pursuing. The LTAP safety engineer performed a site visit to review which areas may require guiderail installation. Currently, the Township is working on a scope of work and potential funding opportunities for the project.



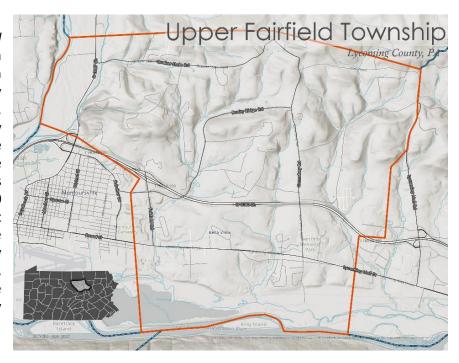
Muncy Borough:

Shuttle Hill Road Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Muncy Borough in May 2023 to address drainage/erosion issue. PCD staff and a LTAP engineer met with the Muncy Borough Council President and the Muncy Borough Road Master. The group conducted a review of the drainage and erosion issue. The LTAP engineer generated a Technical Memo and the Borough is working on scoping a project to install a new drainage collection system to collect the run-off water and prevent future erosion/damage.



Upper Fairfield Township:

S.R. 87 and Betts Drive Technical Assistance, PCD staff coordinated a LTAP Technical Assistance visit in Upper Fairfield Township in May 2023. PCD staff, a LTAP engineer, and Township officials met to review a drainage and culvert issue the Township is having at the intersection of S.R. 87 and Betts PennDOT Drive. District 3-0 requested section and segment information from the straight-line diagrams to determine which entity owns the infrastructure. Currently, PCD staff is waiting for a response from District 3-0 on which entity owns the infrastructure at the site.



These technical assistance visits are extremely helpful to Lycoming County municipalities, providing them with the necessary information and best practices to correct a number of maintenance issues. The Williamsport MPO staff continues to promote the Technical Assistance program and field visits at all LTAP training sessions, upcoming township and county conventions, and other events.



