

Williamsport Area Transportation Study Metropolitan Planning Organization

WILLIAMSPORT AREA
TRANSPORTATION STUDY MPO

2024-2025 LOCAL TECHNICAL
ASSISTANCE PROGRAM (LTAP)
ANNUAL REPORT

ATTENTION: If you speak another language other than English, language assistance services can be made available to you. Call 1 (570) 320-2130.

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LƯU Ý: Nếu quý vị nói một ngôn ngữ khác không phải tiếng Anh, các dịch vụ hỗ trợ ngôn ngữ có thể được cung cấp cho quý vị. Gọi 1 (570) 320-2130.

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Urdu:

توجہ دیں: اگر آپ انگریزی کے علاوہ کوئی اور زبان بولتے ہیں تو آپ کی زبان میں مدد کے لیے آپ کو خدمات فراہم کرائی جاسکتی ہیں۔ براہ کرم 1 (570) 320-2130 پر کال کریں۔

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WATS MPO Discrimination Policies Public Notice

Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO) hereby gives notice that it is the policy of the MPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the MPO.

Any person who believes they have been aggrieved by a discriminatory practice under Title VI of the Civil Rights Act of 1964 has a right to file a formal complaint with the MPO. Any such complaint must be in writing and filed with WATS MPO's Title VI Compliance Coordinator and/or the appropriate state or federal agency within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information on WATS' discrimination policies or to obtain a copy of the WATS Complaint Procedures please contact Michael Hagen, Director of Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570) 320-2100; email address: MHagen@lyco.org or visit the WATS MPO Public Involvement website at <https://www.lyco.org/WATS-MPO/Involvement>.

The MPO will provide auxiliary services to anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures in order to participate in a program, service, or activity of the MPO. The MPO will attempt to satisfy other requests as it is able. Please make your request for auxiliary services to Michael Hagen, Director of Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570) 320-2100; email address: MHagen@lyco.org.

Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO) hereby gives notice that it is the policy of the MPO to assure full compliance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA). WATS MPO will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. WATS' public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. In the event that a WATS MPO meeting will be held only in a virtual format (public health emergency, etc.) the dial-in numbers, conference codes, and meeting links will be advertised and posted on the WATS MPO social media sites, and the WATS MPO Committee website. Auxiliary services can be provided to individuals who submit a request at least four (4) business-days prior to a meeting. Requests made within three (3) business-days will be accommodated to the greatest extent possible.

Any person who believes they have been aggrieved by an unlawful discriminatory practice by WATS MPO based on the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act, has a right to file a formal complaint with the MPO. Any such complaint may be in writing and filed with WATS MPO and/or the appropriate state or federal agency. For more information on WATS' discrimination policies or to obtain a copy of the WATS Complaint Procedures, or Complaint Form please contact Michael Hagen, Director of Human Resources, 48 West Third Street, Williamsport, PA 17701, telephone (570) 320-2100; email address: MHagen@lyco.org or visit the WATS MPO Public Involvement website at <https://www.lyco.org/WATS-MPO/Involvement>.

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Williamsport MPO 2023-2024 LTAP Annual Report

Name:	Emily Mrochko	E-mail:	eemrochko@lyco.org
Agency:	Lycoming County Department of Planning & Community Development	Phone:	(570) 320-2141
		Fax:	(570) 320-2135
Address:	48 West Third Street Williamsport, PA 17701		

MISSION STATEMENT

The Lycoming County Department of Planning & Community Development (PCD) proposes to collaborate with PennDOT during 2024-2025 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) lyco.org/WATS-MPO/LRTP, a Transportation Improvement Program (TIP) lyco.org/WATS-MPO/TIP, and a Unified Planning Work Program (UPWP) lyco.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 20th 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 4, 2023 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. The MPO worked with municipalities and other stakeholder organizations to develop the FFY 2025-2028 Transportation Improvement Program (TIP), which was adopted by the MPO on May 5, 2023. 70 highway and bridge transportation projects valued at an estimated \$107.7 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:

1. 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. The Lycoming County Small Bridge Inspection Program (restarted in 2021), based in large part on the success of the Small Bridge Inventory pilot program, is being used to gather data on all locally owned, under 20 feet bridges in the County. Lycoming County contracted with Larson Design Group to use the data from the new Small Bridge Inspection Program to create a Small Bridge Asset Management Plan (AMP). The AMP will provide a comprehensive list of all locally owned, under 20 feet bridges in Lycoming County, and provide the MPO with a list of bridge conditions, immediate/short-term/long-term repairs, and will enable the County to efficiently plan any future bridge maintenance/repair programs the County may pursue.
3. 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.
4. The Williamsport MPO LTAP program has been analyzed in terms of number of courses offered, registrants and attendees.

<i>Program Year</i>	<i>Number of Courses Held</i>	<i>Number of Registrants</i>	<i>Number of Attendees</i>	<i>Average Number of Attendees Per Course</i>
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

<i>Program Year</i>	<i>Number of Courses Held</i>	<i>Number of Registrants</i>	<i>Number of Attendees</i>	<i>Average Number of Attendees Per Course</i>
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
2023-2024	8	166	133	17
2024-2025	6	82	65	11
19 Year Total	130	2,625	2,074	16

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

FY 2024-2025 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 2024-2025 LTAP program year, PCD Staff continued issuance of a two-page simplified course survey in October 2024. 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 2024-2025 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
Stop Signed and Intersection Traffic Controls	August 27, 2024	9
Road Surface Management	September 17, 2024	21
Traffic Calming	October 29, 2024	6
Winter Maintenance	November 12, 2024	12
Roadside Safety Features	April 21, 2025	9
Drones: Municipal Transportation Uses	May 6, 2025	8

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 [WATS MPO LTAP webpage](#)). 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 Department of Planning & Community Development continued working partnerships with many organizations to market the LTAP Program in 2024-2025 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 the summer of 2023, the PCD was informed that the PennDOT Liquid Fuels program had been re-evaluated. During this process, municipalities are no longer permitted to encumber the County liquid fuels funding for future use. Lycoming County utilized a portion of the County Liquid Fuels disbursement to fund the LTAP incentive program.

Due to these changes PCD and MPO staff began the process of creating a County Liquid Fuels grant application program that Lycoming County municipalities can apply to for requests funding for liquid fuels eligible projects. The County liquid fuels grant program began in spring 2025. Three applications were funded through the program and the projects will be completed by end of year 2025.

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, 2024-September 30, 2024) \$3,894.49

- LCPC staff conducted numerous LTAP administrative duties including promoting all LTAP virtual courses, Virtual Drop-In Sessions, spring 2024 in-person courses, and webinars.
- LCPC Staff prepared and submitted the 4th Quarter FY 2023-2024 LTAP quarterly report to PennDOT.
- LCPCS staff held the Stop Signs & Intersection Traffic Control course on Tuesday, August 27, 2024 with 10 attendees. The course was held at the Old Lycoming Volunteer Fire Department Fire Hall.
- LCPC Staff held the Road Surface Management course on Tuesday, September 17, 2024 with 21 attendees. The course was held at the Old Lycoming Volunteer Fire Department Fire Hall.
- LCPC Staff attended the LTAP Planning Partners virtual meeting on September 19, 2024.
- LCPC staff coordinated four (4) Technical Assistance visits on with Lycoming County, Lewis, and Washington Twp. MPO staff met with County officials on an active transportation bridge project. MPO staff met with Township officials to review a future road repair/drainage project on Barn Rd. As well as, two (2) bridge projects in Washington Twp.

Task 5-A Second Quarter Expenditures (October 1, 2024 - December 31, 2024) \$3,356.72

- LCPC staff conducted numerous LTAP administrative duties including promoting all LTAP virtual courses, Virtual Drop-In Sessions, fall 2024 in-person courses, and webinars.
- LCPC Staff prepared and submitted the 1st Quarter FY 2024-2025 LTAP quarterly report to PennDOT.
- LCPCS staff held the Traffic Calming course on Tuesday, October 29, 2024 with 10 attendees. The course was held at the Old Lycoming Volunteer Fire Department Fire Hall.
- LCPC Staff held the Winter Maintenance course on Tuesday, November 12, 2024 with 12 attendees. The course was held at the Old Lycoming Volunteer Fire Department Fire Hall.
- LCPC staff coordinated one (1) Technical Assistance visits on with Clinton Twp. MPO staff met with Township officials and the Township Roadmaster to review a safety concern at a Twp. Road and PA54.

Task 5-A Third Quarter Expenditures (January 1, 2025- March 31, 2025) \$2,058.56

- LCPC staff conducted numerous LTAP administrative duties including promoting all LTAP virtual courses, Virtual Drop-In Sessions, fall 2024 in-person courses, and webinars.
- LCPC Staff prepared and submitted the 2nd Quarter FY 2024-2025 LTAP quarterly report to PennDOT.
- LCPC staff coordinated three (3) Technical Assistance visits in the 3rd Quarter. LCPC staff met with Old Lycoming Twp. staff regarding a water run-off issue on Bottle Run Rd. on January 22, 2025.
- LCPC staff met with Wolf Twp. on January 22, 2025 regarding a potential road buy-back that the Township is considering. The Township wanted guidance on required repairs/maintenance before deciding.
- LCPC staff met with Hepburn Twp. on January 27, 2025 regarding a Township bridge that PennDOT District 3 stated needed to be closed until repairs could be made.
- LCPC Staff attended the LTAP Asphalt Roads Maintenance course “dry run” Microsoft Teams meeting on February 26, 2025

Task 5-A Fourth Quarter Expenditures (April 1, 2024 – June 30, 2024)

\$4,342.72

- LCPC staff conducted numerous LTAP administrative duties including promoting all LTAP virtual courses, Virtual Drop-In Sessions, spring 2025 in-person courses, and webinars.
- LCPC Staff prepared and submitted the 3rd Quarter FY 2024-2025 LTAP quarterly report to PennDOT.
- LCPC staff attended (1) technical assistance visit in Lewis Township on June 11, 2025.
- LCPC Staff attended the LTAP Roadside Safety Features course on April 21, 2025.
- LCPC Staff attended the LTAP Drone Municipal Users course on May 6, 2025.
- LCPC staff attended the LTAP Secure Load Training course on May 9, 2025.

FY 2024-2025 WATS MPO LTAP Task Budget Summary

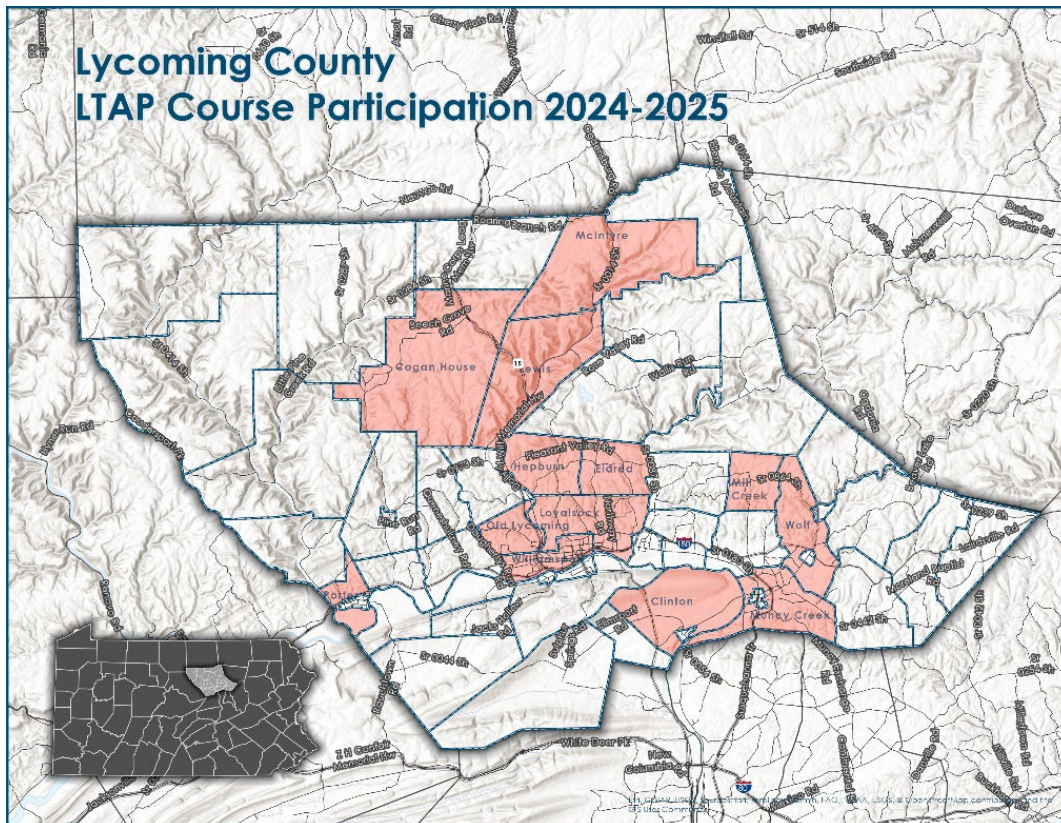
Total FY 2024-2025 Task 5-A Expenditures	\$15,000.00
Total FY 2024-2025 UPWP Task 5-A Budget	\$14,342.76
Budget Savings FY 2024-2025	\$6,57.24

Diversity of Course Offerings

Since the PCD began its partnership with PennDOT in 2005 to market LTAP courses in Lycoming County, we have offered 130 courses with 2,074 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 at least one of the LTAP courses offered). In contrast, approximately 17%, or 9 Lycoming County municipalities attend LTAP courses in 2021-2022.



MAJOR MARKETING OPPORTUNITIES 2024 & BEYOND

At their February 5, 2024 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 2024-2025 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 2024-2025 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.

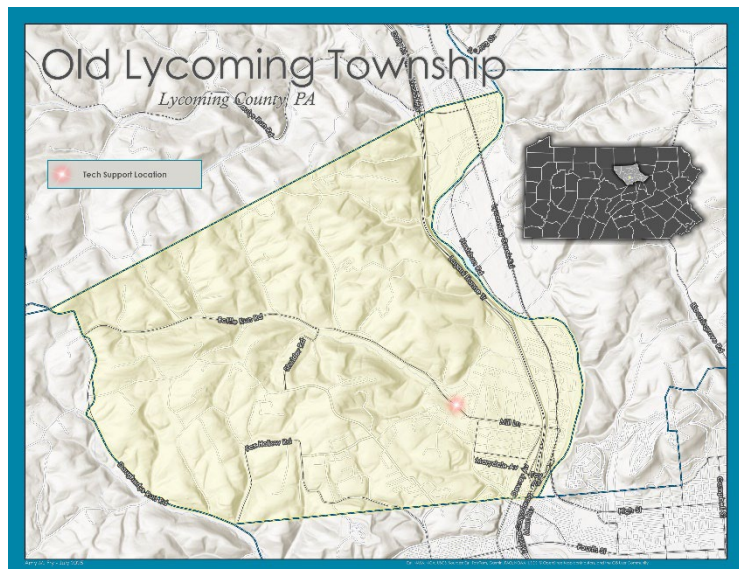
Technical Assistance

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 nine (9) requests for Technical Assistance visits during the 2024-2025 LTAP year.

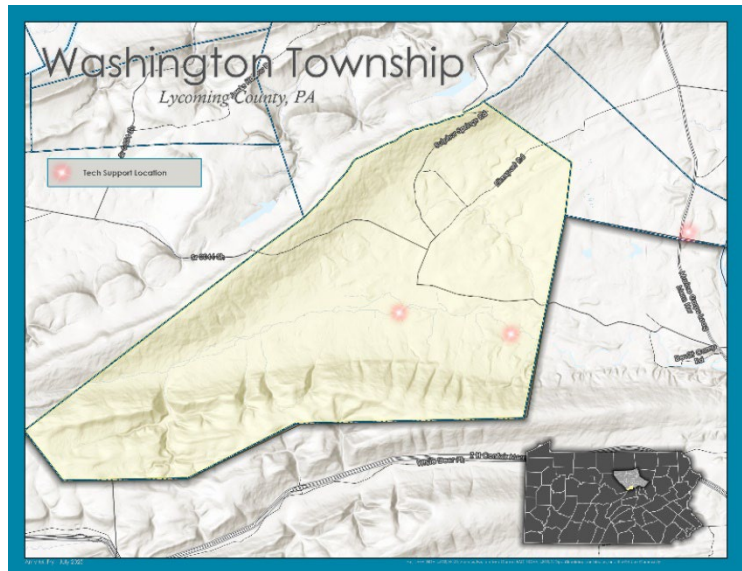
Old Lycoming Township:

Bottle Run Road, PCD staff coordinated a LTAP Technical Assistance visit in January 2025 to discuss road runoff to an adjacent development. It was determined the stormwater is neither a PennDOT nor a Township issue. The water is shed off the roadway to keep them safe and passable. There is a swale on the downstream property that accepts the water



Washington Township:

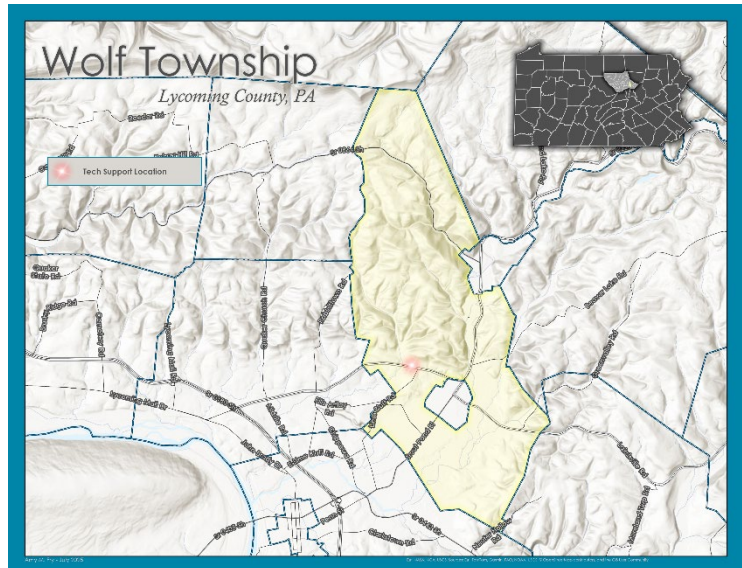
Bob Drick Road, PCD staff coordinated a LTAP Technical Assistance visit in July 2024 to address a bridge issue on Bob Drick Road. PCD staff and LTAP engineer met with a township supervisor. The bridge is considered of high importance to the Township for emergency access during flood events.

**Washington Township:**

Petersburg Road, PCD staff coordinated a LTAP Technical Assistance visit in August 2024. PCD staff met with Maintenance Engineer and Township staff. The Township was concerned about the state of the bridge after Tropical Storm Debby. Replacement of the bridge and extending the length were discussed.

Wolf Township:

Chel Road, PCD staff coordinated a LTAP Technical Assistance visit in January 2025. PCD staff met with the Maintenance Engineer, Township Supervisor, and the Township Secretary. The existing pavement continues to exhibit severe base failure and cracking throughout. The road should not be overlaid in its present condition.

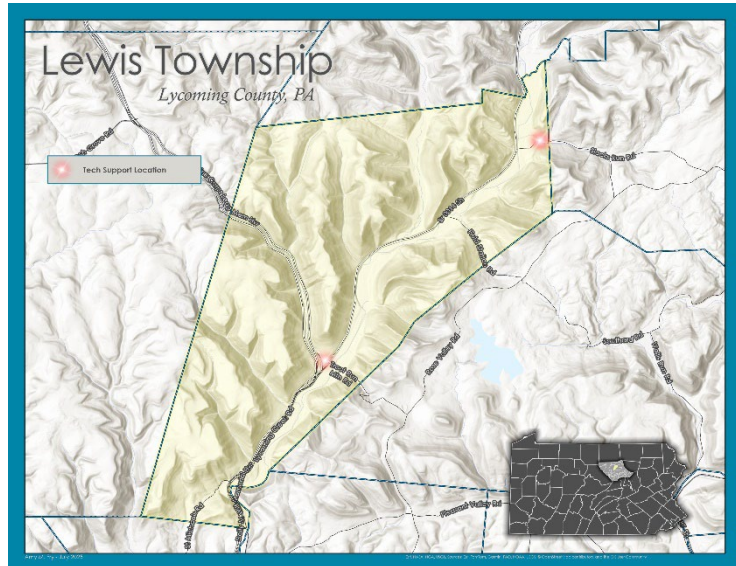


Lewis Township:

Barn Road, PCD staff coordinated a LTAP Technical Assistance visits in August 2024 and March 2025. The township is interested in PennDOT Retro-Reimbursement Program.

Lewis Township:

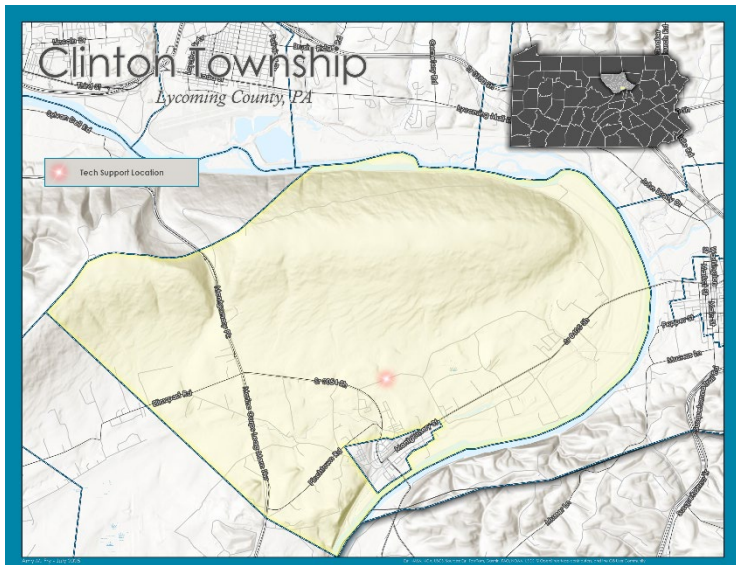
Truman Road, PCD staff coordinated a LTAP Technical Assistance visit in June 2025. PCD staff met with Larson Design Group, 2 Lewis Township staff, and the Maintenance Engineer. Lewis Township was devastated by Tropical Storm Debby in August 2024. The Truman Road bridge was believed to have lifted during the flooding. Larson Design completed an inspection of the bridge after Tropical Storm Debby in September 2024. The township wants to convert the bridge from a traffic bridge to a pedestrian bridge.

**Clinton Township:**

Fritz Station Road, PCD staff coordinated a LTAP Technical Assistance visit in August 2024. This visit was with the Maintenance Engineer and PCD staff. The purpose was to observe the railroad bridge that is to be included in the future “land swap.”

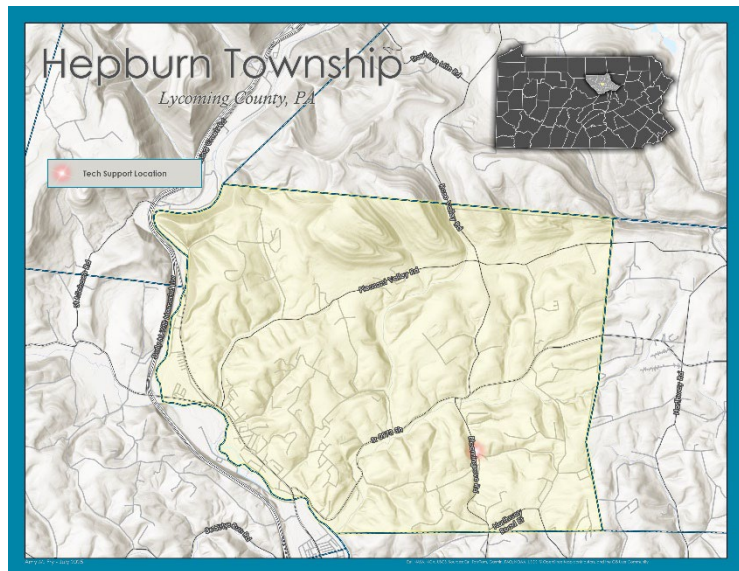
Clinton Township:

Brouse Road, PCD staff coordinated a LTAP Technical Assistance visit in November 2024. PCS staff, township officials, and the Safety Engineer met at the intersection of Brouse, Old, and SR 54. With the potential of a new Montgomery High School on Old Road, the Township’s safety concerns with the intersection were discussed.



Hepburn Township:

Schoolhouse Road, PCD staff coordinated a LTAP Technical Assistance visit in January 2025. PCD met with the Maintenance Engineer and the Hepburn Township Road department. The concrete culvert at the north end of School House Road was closed by the Township due to structural concerns. The maintenance engineer's opinion was to replace with a new concrete box culvert.



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.

