



March 23, 2021

Dear Municipal Traffic Signal Owner,

In accordance with state law and regulations, municipalities are responsible to maintain traffic signals in their jurisdiction, regardless of road ownership. The term "traffic signal" describes all power-operated traffic control devices by which traffic is warned or directed to take some specific action, including the following:

- Traffic control signals (also known as "red-yellow-green" traffic signals)
- Flashing beacons (also known as flashing warning devices), including warning beacons, stop beacons, intersection control beacons, school zone speed limit beacons, and rectangular rapid flashing beacons
- Emergency vehicle access signals
- Lane-use control signals
- Ramp metering signals
- In-roadway lights

This letter is being sent to all municipalities which own traffic signals in accordance with the Pennsylvania Department of Transportation's (PennDOT) records. The purpose is a general reminder of needed maintenance and operations for traffic signals and to share new resources and policies for signal owners.

### **Traffic Signal Portal**

PennDOT's Traffic Signal Portal (<http://www.dot.state.pa.us/signals>) is an online resource for information about traffic signals in Pennsylvania, with links to relevant PennDOT policies, funding programs, calculation worksheets, and other forms. We regularly update the Traffic Signal Portal with new information, and we encourage you to sign up to be notified by email when we post new information via a link at the bottom of the Portal home page.

## **Publication 191: Traffic Signal Maintenance Manual**

PennDOT's [Publication 191: Traffic Signal Maintenance Manual \(12-20\)](#) has been updated and renamed, and covers the maintenance and operation of traffic signals within the Commonwealth. The intent of the update is to provide recommendations and information necessary to maintain your traffic signal systems efficiently and effectively.

Following are key changes to the 12-20 edition of Publication 191:

- A Traffic Signal Maintenance Agreement (TSMA) must be in place prior to issuance of a new or revised traffic signal permit (see Chapter 2 of Publication 191 and the next section of this letter for more information).
- Updates preventative, response, and operational maintenance requirements (see Chapters 4, 5, and 6 of Publication 191).
- Establishes roles and responsibilities for municipal traffic signal permittees for the retention of traffic signal records within PennDOT's Traffic Signal Asset Management System (TSAMS) (see Chapter 7 of Publication 191).

## **Traffic Signal Maintenance Agreements**

A new TSMA using standard language approved by PennDOT's Office of Chief Counsel shall be fully executed prior to the following, regardless of funding source:

- Installation of the first traffic signal in a municipality
- Any modification to a traffic signal within a municipality requiring a revision to the traffic signal permit, if the permittee has not already executed an updated TSMA agreement

The standard TSMA applies to all traffic signals owned by a permittee (municipality) in perpetuity. Only one TSMA is now required for a permittee, regardless of how many traffic signals are owned.

**Municipalities are encouraged to execute a TSMA covering all signals in the municipality as soon as possible to ensure timely permit issuance.**

In order to ensure all agreements are completed and submitted using the proper form, new agreements should always be prepared using an official template obtained from PennDOT at the time the agreement is prepared. The official template and instructions for completing the agreement are available on PennDOT's Traffic Signal Portal.

### **Traffic Signal Application Process**

The new Traffic Signal Maintenance Agreement process will simplify the process to apply for permits to install or update traffic signals in your municipality. The Application for Traffic Signal Approval ([Form TE-160](#)) has been revised and streamlined. Submission of Form TE-160 does not require a separate resolution of the municipal governing body if the resolution adopted for the Traffic Signal Maintenance Agreement contained language to identify an authorized official to submit Applications for Traffic Signal Approval on behalf of the municipality.

A [sample resolution](#) is provided on the Traffic Signal Portal to provide signature authority for the TSMA and subsequent TE-160 forms.

### **Traffic Signal Asset Management System (TSAMS)**

PennDOT first released the TSAMS in 2016, which is a free web-based application for managing traffic signals. TSAMS is available to all municipalities and we enhance the software based on user feedback. A user access guide for Traffic Signal Owners is available in the Quick Links section of the TSAMS home page (<https://www.tsams.penndot.gov>).

In accordance with the 12-20 edition of Publication 191, signal owners (or their designated representatives) are responsible for uploading current traffic signal cabinet photos for signals under their ownership within one week of any cabinet updates. Photos can be uploaded directly from the field by accessing the TSAMS website on a mobile device. These photos are an important resource for all involved with traffic signal design, construction, maintenance, and operations to know the capabilities of a particular traffic signal.

Signal owners are encouraged to enter and maintain other data for their traffic signals using the available functionality within TSAMS.

### **Traffic Signal Command and Control**

PennDOT launched a streamlined approach to traffic signal operations in 2018, using Intelight MAXVIEW as the statewide platform for remote traffic signal command and control. This web-based system allows control of signals remotely, along with real-time monitoring and operation of connected traffic signals. MAXVIEW is integrated with the software used by PennDOT's Traffic Management Centers (TMCs), which allows TMC operators to implement predefined timings (action sets) for special events, work zones, and incidents. Action sets can also be used to mitigate recurring congestion where signal impacts can vary based on the amount of traffic diverting from congested freeways.

Municipalities may integrate compatible signals into MAXVIEW, which can reduce the costs of maintaining a separate platform. More information is available on the Traffic Signal Portal.

Should you have any questions or require additional information, please contact Stephen Gault, P.E., PTOE, Chief, TSMO Arterials and Planning Section, at 717.787.6988 or via e-mail [signals@pa.gov](mailto:signals@pa.gov).

Sincerely,

A handwritten signature in blue ink that reads "Stephen A. Gault". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Stephen A. Gault, P.E., PTOE  
Chief, TSMO Arterials and Planning Section