



Traffic Signal Maintenance Agreement Instructions

February 25, 2021 – *updated August 17, 2021; December 9, 2025*

On December 28, 2020, the Pennsylvania Department of Transportation's (PennDOT) Bureau of Maintenance and Operations (BOMO) renamed and re-issued [Publication 191: Traffic Signal Maintenance Manual](#) (12-20). The 2020 Edition of Publication 191 contains new policy related to Traffic Signal Maintenance Agreements (TSMA) in Section 2.1, which requires a TSMA to be in place prior to issuance of a new or revised traffic signal permit. The standard TSMA applies to all traffic signals owned by the permittee in perpetuity. Only one TSMA is required for a permittee, regardless of the number of traffic signals owned.

The TSMA is a standard agreement using approved language from PennDOT's Office of Chief Counsel (OCC); therefore, the language should not be altered. The official template agreement is available from [PennDOT OCC's SharePoint site](#). In order to ensure all agreements are completed and submitted using the proper form, new agreements should always be prepared using the template on PennDOT OCC's SharePoint site.

Since PennDOT expects a large number of agreements as permittees apply for new signals or the first revision to a signal in their jurisdiction following the issuance of the 2020 Edition of Publication 191, PennDOT is providing standard templates via the Traffic Signal Portal. These templates will remain available while a large number of agreements are being processed.

Permittees shall review the following prior to submission of an agreement to PennDOT:

- ✓ The correct, legal name of the Permittee is spelled correctly and recorded consistently, throughout the document.
- ✓ A [resolution](#), by-laws, or other document, delegating signature authority, shall be attached to the agreement. This document must pre-date the signatures on the Agreement and include an attestation signature. A sample resolution is provided in [Appendix B of Publication 191](#) (12-20).
- ✓ The authorized official(s) for the entity are identified by title, and have signed and dated the Agreement. Signature authority is verified either through the attached resolution or by title.

Authorized officials that do not require proof of signature authority are identified as follows:

- Borough: Mayor or President of Borough Council

- ✓ Ensure all signatures are not stale. Signatures are stale if they are dated six months or more before the agreement is routed for execution.
- ✓ Ensure the only space left blank is the effective date on page 1 of the Agreement. Required blanks to be completed for this Agreement are on page 1 (municipality name and county) and Exhibit C (municipal contact information).
- ✓ Exhibit E is a sample application form and shall be left blank in the agreement.

Two versions of the template are available, both of which will be accepted. The content is the same, but the templates offer various methods to fill in necessary information and sign the agreement. A permittee may choose the appropriate version based on technology capabilities. The titles below are hyperlinks and can be clicked to go the appropriation section of this document for more detailed instructions.

- Section A – **Electronically Fillable Form for Paper Signatures**
- Section B – **Paper Agreement**

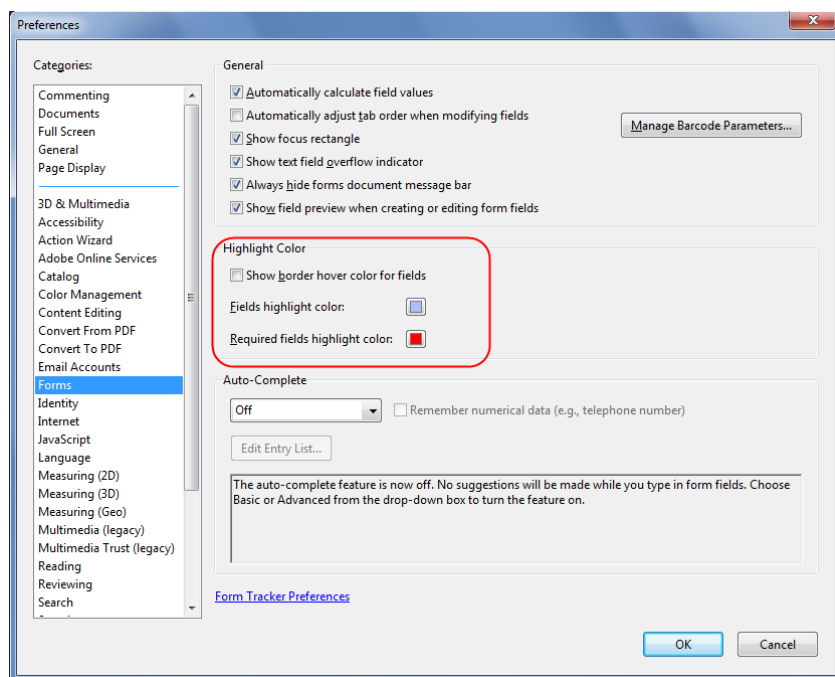
A. Electronically Fillable Form for Paper Signatures

The Electronically Fillable Form for Paper Signature template can be downloaded from:

[https://docs.penndot.pa.gov/Public/Bureaus/BOO/TSMa/TSMa%20Template%20\(print%20for%20signatures\).pdf](https://docs.penndot.pa.gov/Public/Bureaus/BOO/TSMa/TSMa%20Template%20(print%20for%20signatures).pdf)

Do not store copies of the agreement template on your computer. Always obtain the latest template from the link above.

The template contains form fields to be completed electronically. Adobe Acrobat or Adobe Acrobat Reader may provide blue highlighting to indicate form fields to be completed. It is recommended to enable this by choosing Edit → Preferences, click on “Forms” on the left menu and then check the box next to “Show border hover color for fields.” This will ensure the fields are easily visible and will provide a border around the required fields.



Instructions for completing the agreement are contained in red text in the template. Red text with gray shading is used for buttons to jump to the next area of the agreement with fields to be completed.

1. Page 1

On page 1, enter the full legal name of the municipality and the county where the municipality is located in the appropriate boxes in the first paragraph.

XYZ Borough, a political subdivision in the County of Adams, Pennsylvania, acting through its proper officials.

After the county and municipality are entered, click on the gray box at the bottom of the page to jump to Exhibit C.

2. Page 2

On page 2, enter the full legal name of the municipality in the box within the definitions list. This should exactly match the name of the municipality as entered on Page 1. In most PDF applications, the municipality name entered on page 1 should automatically fill in on page 2.

3. Exhibit C

Complete the fields on Exhibit C as appropriate. The required fields are outlined in red in the screenshot below. If the emergency contact is the same as the main municipal contact, the "Click Here If Emergency Contact Same as Municipal Contact" will auto-fill the information entered above.

MUNICIPAL CONTACT INFORMATION

Non – Emergency Municipal Contact Information

Name of Municipality: Abbottstown Borough

Municipal Address: 123 Anytown Street

Municipal Phone Number: (800) 999-9999 Alternate Phone Number:

Municipal Contact Person: John Doe Title: Borough Manager

E-mail Address: manager@anytown.gov

Municipal Hours of Operation: Mon - Fri, 8:00 AM - 4:00 PM

Preferred Method of Contact: ☒ Phone ☐ E-Mail

Click Here If Emergency Contact Same as Municipal Contact

Emergency Municipal Contact Information

Emergency Contact Person: John Doe Title: Borough Manager

Municipal Phone Number: (800) 999-9999 Alternate Phone Number:

E-mail Address: manager@anytown.gov

Preferred Method of Contact: ☒ Phone ☐ E-Mail

Maintenance and Operation Information

Preventative Maintenance performed by:

☒ Municipal Personnel ☐ Municipal Contractor ☐ Municipal Personnel & Contractor

Response Maintenance performed by:

☒ Municipal Personnel ☐ Municipal Contractor ☐ Municipal Personnel & Contractor

Maintenance and Operations Contractor Contact Name:

Company/Organization:

Phone #: Alt Phone #:

E-mail:

Next, click here to go to the signature page to sign the agreement

After completing Exhibit C, click on the gray box to jump to the signature page.

4. Enter Signee Information

Before printing and signing the document, type the name and title of the authorized signatory and attesting individual in the appropriate boxes.

<input type="text"/>	<input type="text"/>
Printed Name	Printed Name
<input type="text"/>	<input type="text"/>
Title	Title

5. Print the Agreement

Click the gray Print button to validate that all required fields have been completed. If any required fields have not been populated, a message will pop up indicating the fields that need to be completed. Please return to the appropriate section of the agreement, complete the fields, and then click on the Print button again.

After successfully validating the fields, the print dialog will appear and the agreement may be printed.

6. Sign and Return the Agreement

The authorized signatory should sign on the right side under "Municipality" and the signature should be attested with a signature under "Attest."

Scan the signed agreement and send to signals@pa.gov. Please attach the appropriate resolution providing proof of signature authority in the same email.

PennDOT will route the agreement for the appropriate Commonwealth signatures. An electronic copy of the executed agreement will be sent to the email address of the municipal contact in Appendix C and uploaded to TSAMS. Please allow 6-8 weeks for processing.

B. Paper Agreement

This template is intended for municipalities which do not wish to complete the form on a computer. This is a blank template agreement.

The Paper Agreement template can be downloaded from:

[https://docs.penndot.pa.gov/Public/Bureaus/BOO/TSMA/TSMA%20Template%20\(paper\).pdf](https://docs.penndot.pa.gov/Public/Bureaus/BOO/TSMA/TSMA%20Template%20(paper).pdf)

Do not store copies of the agreement template on your computer. Always obtain the latest template from the link above.

Print the agreement.

1. Page 1

On page 1, enter the full legal name of the municipality and the county where the municipality is located in the appropriate boxes in the first paragraph.

2. Page 2

On page 2, enter the full legal name of the municipality in the box within the definitions list. This should exactly match the name of the municipality as entered on Page 1.

3. Exhibit C

Complete the fields on Exhibit C as appropriate. The required fields are outlined in red in the screenshot below.

MUNICIPAL CONTACT INFORMATION

Non – Emergency Municipal Contact Information

Name of Municipality:	Abbottstown Borough		
Municipal Address:	123 Anytown Street		
Municipal Phone Number:	(800) 999-9999	Alternate Phone Number:	
Municipal Contact Person:	John Doe	Title:	Borough Manager
E-mail Address:	manager@anytown.gov		
Municipal Hours of Operation:	Mon - Fri, 8:00 AM - 4:00 PM		
Preferred Method of Contact:	<input checked="" type="checkbox"/> Phone <input type="checkbox"/> E-Mail		

[Click Here If Emergency Contact Same as Municipal Contact](#)

Emergency Municipal Contact Information

Emergency Contact Person:	John Doe	Title:	Borough Manager
Municipal Phone Number:	(800) 999-9999	Alternate Phone Number:	
E-mail Address:	manager@anytown.gov		
Preferred Method of Contact:	<input checked="" type="checkbox"/> Phone <input type="checkbox"/> E-Mail		

Maintenance and Operation Information

Preventative Maintenance performed by:

☒ Municipal Personnel ☐ Municipal Contractor ☐ Municipal Personnel & Contractor

Response Maintenance performed by:

☒ Municipal Personnel ☐ Municipal Contractor ☐ Municipal Personnel & Contractor

Maintenance and Operations Contractor Contact Name:

Company/Organization:

Phone #: Alt Phone #:

E-mail:

[Next, click here to go to the signature page to sign the agreement](#)

4. Signature Page (Page 12)

Enter the name and title of the authorized signatory and attesting individual on the appropriate lines.

The authorized signatory should sign on the right side under "Municipality" and the signature should be attested with a signature under "Attest."

Scan the signed agreement and send to signals@pa.gov. Please attach the appropriate resolution providing proof of signature authority in the same email.

PennDOT will route the agreement for the appropriate Commonwealth signatures. An electronic copy of the executed agreement will be sent to the email address of the municipal contact in Appendix C and uploaded to TSAMS. Please allow 6-8 weeks for processing.