

**RESOLUTION**  
Dated December 29, 2011

The *Board of Trustees* of Canaan Township, in Morrow County  
Ohio met in Regular session on the 29<sup>th</sup> day of December, 2011, at the office  
of Canaan Township, 2170 State Route 95, with the following members present:

Edward Sayers

John Bayles

Billie Pangborn

Mrs. Pangborn moved the adoption of the following Resolution:

**BE IT RESOLVED** by the *Board of Trustees* of Canaan Township,

The Traffic Sign Retroreflectivity Maintenance Program Policy  
as required by the Federal Highway Administration and presented  
hereafter,

# Traffic Sign Retroreflectivity Maintenance Program for Canaan Township (in Morrow County, Ohio) – Calendar Year 2012

## 1. Introduction

“Retroreflectivity” refers to the property of a traffic sign to reflect light back to the driver. Retroreflective traffic signs are used to increase sign visibility at night. Maintaining sign retroreflectivity is important to promote nighttime traffic safety.

In January 2008, the Federal Highway Administration (FHWA) enacted new requirements for maintaining minimum levels of retroreflectivity for traffic signs. These requirements were established through the national Manual on Uniform Traffic Control Devices (MUTCD), and apply to all agencies that maintain roadways open to public travel. The MUTCD implementation resulted from a final rule published in the Federal Register on December 21, 2007.

The Ohio Manual of Uniform Traffic Control Devices (OMUTCD) is required to be in substantial conformance with the national MUTCD, and must incorporate new requirements within two years. Revision 1 of the OMUTCD 2005 Edition, effective January 2010, introduced a new section (2A.09) that sets forth the traffic sign retroreflectivity requirements for Ohio. Revision 2 of the 2005 Edition became effective in April 2011; and a new 2011 Edition is expected to be issued by December 2011.

The responsibility for the design, placement, operation, maintenance, and uniformity of traffic control devices rests with the public agency or the official having jurisdiction. Per Section 4511.11 of the Ohio Revised Code, local authorities shall place and maintain traffic control devices in accordance with the OMUTCD.

### 1.1 Implementation Requirements

The December 2007 final rule from FHWA established compliance dates as follows:

- By January 22, 2012, all agencies will have to establish and implement a sign maintenance program that can regularly address the new minimum sign retroreflectivity requirements.
- By January 22, 2015, all agencies must comply with the retroreflectivity requirements for most of their traffic signs, including: white on red and black on white regulatory signs (such as STOP signs and Speed Limit signs); black on yellow warning signs; and post-mounted white on green guide signs (except street name signs).
- By January 22, 2018, all agencies must comply with the retroreflectivity requirements for overhead guide signs and all street name signs.

### 1.2 References

References and resources for this work include, but are not limited to:

Ohio Manual of Uniform Traffic Control Devices (OMUTCD) – current version –

<http://www.dot.state.oh.us/Divisions/HighwayOps/Traffic/publications2/OhioMUTCD/Pages/>

Section 2A.08 - Retroreflectivity and Illumination

Section 2A.09 - Maintaining Minimum Retroreflectivity

Section 2A.22 – Maintenance

The data collected during the inspections will be used to create an inventory of the Township's traffic signs. At the Township's discretion, the sign inspection sheets may be organized in a notebook or filing system; or, data from the inspection sheets may be transferred to a separate spreadsheet or computer database. The Township will evaluate the available options and methods for long-term maintenance and updating of its sign inventory.

The sign inventory is complete.

## **5. Method for Maintaining Traffic Sign Retroreflectivity**

The OMUTCD describes several assessment and management methods that may be used to maintain traffic sign retroreflectivity. For calendar year 2012, the Township will use the **Visual Nighttime Inspection Method - Consistent Parameters Procedure** to evaluate the retroreflectivity of traffic signs on its roads. The OMUTCD describes Visual Nighttime Inspection as follows:

"The retroreflectivity of an existing sign is assessed by a trained sign inspector conducting a visual inspection from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels should be replaced."

**Consistent Parameters Procedure** – Nighttime inspections are conducted under similar factors that were used in the research to develop the minimum retroreflectivity levels. These factors include: using a model year 2000 or newer sport utility vehicle (SUV) or pick-up truck to conduct the inspection; and using an inspector who is at least 60 years old. ("Maintaining Traffic Sign Retroreflectivity" – FHWA-SA-07-020)

### **5.1 Procedure**

The Federal Highway Administration has published several resources that include recommendations and instructions for proper use of the Consistent Parameters Procedure to conduct visual nighttime inspections (see Appendix C). The Township will review these resources and adopt appropriate inspection practices for properly using the Consistent Parameters Procedure to comply with the OMUTCD retroreflectivity standards. The procedure steps and requirements will be listed and attached to this document.

### **5.2 Inspector(s)**

The Township hereby designates the following person(s) to serve as retroreflectivity inspector(s):

Billie Pangborn \_\_\_\_\_

The Township has determined that the designated person(s) are able to competently serve as inspector(s) for evaluating traffic sign retroreflectivity. The Township will review applicable FHWA guidelines and resources with regard to inspector training, and will determine the type(s) or extent of training their inspector(s) will need in order to perform this function in accordance with the OMUTCD requirements.

### **5.3 Schedule and Documentation**

**8. Annual Program Review and Renewal**

Traffic sign retroreflectivity degrades over time. Therefore, maintaining retroreflectivity is an ongoing responsibility. The Township will review and renew this program document at least once per year. The usual process will be to conduct the review by November 15<sup>th</sup> for the next calendar year. Any needed changes will be made to the document, and the updated version for the next year will be adopted under the authority of the Township Trustees no later than December 15th.

Looking ahead, this process will take into account the January 2015 and January 2018 compliance dates (see section 1.1) for replacing signs that fail to meet the minimum retroreflectivity levels.

The Township is responsible for identifying any applicable future updates or revisions to the Ohio MUTCD standards or Federal regulations relating to traffic control devices, and updating this program document (including appendices/attachments) as needed to assure compliance.

Over time, the Township may consider using other sign retroreflectivity assessment or management methods. Future renewals or revisions of this program document will describe the method(s), procedure(s), and the timeframe or frequency with which they will be used. The Township may also consider expanding this program document to more fully describe its other traffic sign maintenance and management functions (see sections 6 and 7).

The Township may consult with the MORROW County Engineer's Office for general guidance and further information regarding traffic sign maintenance and management issues.

**9. Authorizing Signatures**

The provisions set forth in this program document are hereby adopted this 29 day of December, 2011, for implementation by Canaan Township, under the authority of the Township Trustees:

Edward Sayers  12-29-11  
Name Signature Date

John Bayles  12-29-11  
Name Signature Date

Billie Pangborn  12-29-11  
Name Signature Date

Mr. Sayers seconded the **Resolution** and the  
roll being called upon its adoption the vote resulted as follows:

Mrs. Pangborn, yes

Mr. Sayers, yes

Mr. Bayles, yes

Adopted December 29<sup>th</sup>, 2011



Fiscal Officer

Deana Detwiler

**THE STATE OF OHIO, MORROW COUNTY, ss:**

I, Deana Detwiler, Fiscal Officer of the Board of Trustees

of Canaan Township, in Morrow

County Ohio, and in whose custody the Files, Journals and Records

of said Board are required by the Laws of the State of Ohio to be

kept, do hereby certify that the foregoing

Traffic Sign Retroreflectivity Maintenance Program Policy


*Resolution* is taken and copied from the original Resolution now on

file with said Board, that the foregoing Resolution has been compared

by me with the said original and that the same is a true and correct

copy thereof.

**WITNESS** my signature, this 29th day of December, 2011.

  
Deana Detwiler, Fiscal Officer