

VOL. 1

Traffic Plan's  
official employee  
newsletter

UNITE



# UNITED



## THE BRAND-NEW, OFFICIAL NEWSLETTER FOR THE TRAFFIC PLAN FAMILY!

While many of you may have met us or seen us around the Traffic Plan offices in the past, we'd like to formally introduce ourselves and give you some background into how the organization was founded and where we see it headed.

As the owners of Traffic Plan, we're pretty open about our family ties—Carolyn is Mary's mother-in-law. Mary is a former schoolteacher who founded the construction equipment rental company K. Moorea Co. in 2007. The company serviced the New Jersey area for five years before Carolyn, an accomplished entrepreneur, became involved in 2012.

During that year, one of New Jersey's largest traffic safety companies pulled out of the state, leaving behind a need for safe, reliable traffic control. We went to New Jersey Natural Gas, who was already a client of our equipment rental company, and proposed a pilot program. They accepted, and Traffic Plan was born in August of 2012. We got our start with just six people and three vans.

Soon, though, Traffic Plan would reach a major turning point. Just two months after we launched, Hurricane Sandy hit New Jersey, and we became a safety company overnight. While there wasn't much of a need for traffic control, there was a need for security, and many companies turned to us to help make sure nobody was loitering or looting. Thanks to the many dedicated team members who stepped up during that time, Traffic Plan made a name for itself as a reliable safety partner.

Although our core commitment is and always will be the safety of our team and the workers we safeguard, we like to think of ourselves as a progress partner company too. After all, the partners we work with—utility companies, public works agencies, and others—all strive to enhance our collective futures by ensuring we have access to clean water and electricity, high-performance wi-fi, and streets and roads in good repair. Our role in partnering with them and furthering that progress is critical.

That sense of community and fellowship is something we believe in strongly. As a family-owned company, we want to extend that sense of family to all of you as well. Your commitment, your mindset, and your skills are remarkable, and they're kicking doors open for us.

Today, Traffic Plan has grown to more than 400 employees and more vans than we can count. We have a presence in New Jersey, Pennsylvania, and Virginia, and we plan to expand to other states as the need arises. We prefer to promote from within, and we have a reputation for doing so.

That's why we call this newsletter *United*. We're more than just a company. We're a team in every sense of the word.

Thank you for your part in it!

*Mary Kiely and Carolyn Kiely*

# PROGRESS BULLETIN

## WINTER SAFETY TIPS



### STAYING SAFE IN THE FIELD THIS WINTER

The winter months bring a particular set of safety concerns to the field. Being exposed to the cold for an extended period of time can cause problems such as hypothermia and frostbite, so be sure to dress warmly and be aware of potential symptoms. Check out these tips to stay safe this winter!

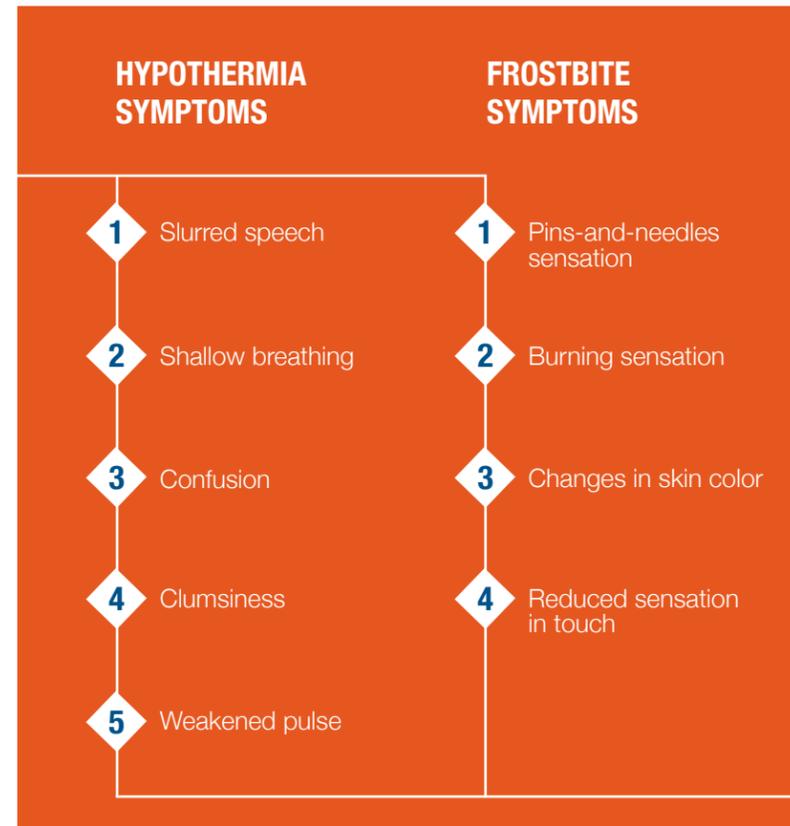
### HERE ARE SOME WAYS YOU CAN KEEP YOURSELF WARM OUT IN THE FIELD:

- ◆ Wear several layers of clothing.
- ◆ Bring an extra set of clothes in the vehicle in case you get wet.
- ◆ Stay hydrated and increase your carbohydrate intake.
- ◆ Keep moving to stay warm.

### WINTER DRIVING SAFETY REMINDERS

- ◆ Check tire pressure to ensure tires are properly inflated.
- ◆ Clear snow and ice from the headlights and roof of your car.
- ◆ Check exhaust pipe for snow and clear it if necessary.
- ◆ Keep fuel tank at least half full.
- ◆ Make sure you have windshield wiper fluid with de-icer.

**IF YOU START EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS, GET TO A WARM PLACE AND CONTACT YOUR SUPERVISOR IMMEDIATELY.**



While hypothermia and frostbite are somewhat rare among the general population, being out in the field means you're exposed to the cold for a longer amount of time than the average person. Be aware of your body and how it's reacting to cold temperatures, and make sure you're always dressed appropriately for the temperature and windchill outside.



### WORK ZONE REMINDERS

#### IMPORTANCE OF WEARING SAFETY GLASSES IN WORK ZONES

Construction sites are often accompanied by tiny particles of metal, dust, and wood that can make their way into your eyes and cause damage. When you're out in the field, it's also possible that you'll be around flying metal and sparks that could cause vision loss. Make sure to always wear your safety glasses and other personal protective equipment when out in the field.

#### STRETCHES FOR WHEN YOU'RE STANDING ALL DAY

Being out in the field all day can take a toll on your body. If your feet, legs, and back are starting to hurt after a long shift, try these stretches to help alleviate the pain:

- ◆ Quadricep stretches
- ◆ Calf stretches
- ◆ Toe touches
- ◆ Lunges
- ◆ Shoulder stretches

#### FIRST MOVE FORWARD POLICY

The First Move Forward Policy states that whenever a company vehicle is parked, it should be parked so that when you restart the vehicle, Drive is the first gear used, not Reverse. Through this policy, we're aiming to reduce the effects of motor vehicle and equipment backing collisions, including employee injuries, equipment damage, lawsuits, increased insurance costs, and loss of goodwill.

#### IDLING VEHICLES

All vehicles are to refrain from idling when not in motion. This includes when being parked at job sites, at the yard, and in parking lots when the vehicle is unoccupied.

#### SMOKING

Employees are not permitted to smoke within 75 feet of any part of a work zone.

### BENEFITS & RETIREMENT

#### HOW TO MAKE THE MOST OF YOUR RETIREMENT PLAN

Saving for retirement can be overwhelming, but having a 401(k) can make the process seamless. You can easily set up direct deposit so that a certain amount of your income goes directly into your 401(k), making it an easy and convenient way to save.

But why should you contribute to a 401(k) in the first place? The money you contribute is exempt from federal tax income until you begin taking it out of the account when you retire. For 2019, the amount you can save was increased to \$19,000 a year, up from \$18,500 in 2018.

Take advantage of the opportunity to save for your future, and set up your 401(k) today!

#### MEDICAL AND DENTAL BENEFITS

Medical and dental benefits are free for all Traffic Plan employees. We also offer additional plans:

Spouse: \$57.98 per week  
Child: \$31.26 per week  
Family: \$105.75 per week

To learn more, please contact our Human Resource Manager, Anne-Marie Russo, at [amrusso@trafficplan.com](mailto:amrusso@trafficplan.com).

### NEWS

#### AUTOMATED SPEED ENFORCEMENT IN WORK ZONES

Pennsylvania Governor Tom Wolf recently signed legislation to enact a pilot program in which cameras will photograph the license plate of anyone breaking a work zone speed limit by 11 miles per hour while workers are present.

#### NJBIZ FAST 50 HONOREE

We're proud to announce that Traffic Plan took the number five spot in *NJBIZ* magazine's 2018 list of the 50 fastest-growing companies in New Jersey. We couldn't ask for a better team, and we're so thankful for all of you for making this happen!

# FOCUS ON

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## MARK "MACK" MACKINTOSH

Mark Mackintosh, or as his friends call him, Mack, worked for an electric utility company for 30 years before joining Traffic Plan. After retiring from the utility company, he opened his own delicatessen, but the recession set the business back, and Mack re-entered the workforce in 2013. Since then, he's been working his way through different positions at Traffic Plan in Farmingdale, New Jersey. We sat down to talk to him about his time here and to see what advice he has for new employees.

### HOW LONG HAVE YOU BEEN WITH TRAFFIC PLAN?

Five years. I just finished my fifth year this past July.

### WHAT MADE YOU WANT TO JOIN TRAFFIC PLAN?

My previous position at the electric utility company focused a lot on safety, so when I went back into the workforce, I was drawn to Traffic Plan. I loved that it was a new, up-and-coming company that focused on safety, so I decided to give it a try.

### WHAT HAS YOUR PROGRESSION AT TRAFFIC PLAN LOOKED LIKE?

When I first started in 2013, I came in as a flagger. After six months, I was promoted to crew chief, and then in May 2017, I took over the yard duties, and that's where I am now.

### WHERE DO YOU SEE YOURSELF AT TRAFFIC PLAN IN THE FUTURE?

I'm always looking for advancement, so I'd love to be in a supervisory role sometime soon.

### WHAT IS YOUR FAVORITE THING ABOUT TRAFFIC PLAN?

One of my favorite things is that it's practically a brand-new company. It's only five years old, but it's expanding so quickly. It's exciting to see how the company went from 30

vans and 60 people out in the field when I started, to now having over 400 [employees].

Traffic Plan also really cares about their employees. They're worried about employee safety and the safety of the people we're out there protecting. They provide us with all the tools and equipment we need, and they're very open to suggestions, which I appreciate.

### WHAT IS THE BEST PART ABOUT YOUR POSITION?

When I come in in the morning, I have no idea what I'm going to be doing that day. I come in and take care of the equipment, move around trucks and vans, and do different things all day long. My day goes very quickly because I'm always running around. I love not knowing how my day is going to start or end.

### WHAT DO YOU LIKE TO DO OUTSIDE OF WORK?

I love spending time with my wife, my five kids, and my two grandkids, and Traffic Plan offers vacation time so I can always make time for my family.

### DO YOU HAVE ANY ADVICE FOR ANYONE WHO'S NEW TO THE TEAM?

Understand exactly what you're doing for the company. When you first start, it can be a bit monotonous because there are sometimes lulls during the day. I would just suggest researching the company and the industry as a whole to see if it's something you really want to be a part of. It's not a job for everyone, but after you join the team, there are a lot of opportunities and different avenues to take within the company for advancement. I'm always willing to help out my fellow employees with advice, so new team members can feel free to ask me anything!



# STAND & TAKE A BOW

In each issue of *United*, we'll recognize the achievements of Traffic Plan's most valuable asset—our employees. For our inaugural issue, we're taking a look back over the past year and giving a shout-out to those who've celebrated important milestones in their career with Traffic Plan.

## EMPLOYEE RECOGNITION PROGRAM

Traffic Plan's Employee Recognition Program rewards crew members who have gone above and beyond expectations and demonstrated excellence in the field. Congratulations to the following employees for being recognized in 2018!

### NEW JERSEY

Ken Gregg  
Adam Slack  
Jean Des-Charles  
John Caputo  
Mike DiMartino  
Noland Edwards  
Steve Bliss  
Andrew Battend  
Jorge Flores  
Jeffrey Thompson  
Richard Thiele  
Mark Mackintosh  
Carol Arena  
Tom Marks  
Pat McCoy  
Talon Morrison  
Travis Reed  
Bruce Fusco  
Joao Carinha  
David Wardell  
Troy Turner  
Jason Grove  
Alberto Fray  
Travis Reed  
Cheryl Taylor

Tina Hendriksen  
Amy Zimmerman  
Henry Gray  
Jacob Rivera  
Antwain Steed  
Ike Gray  
Nick Manzoni  
Ryan Earley  
James Wiggins  
Darren Raymond  
Mike Karlowski  
Tim Fisher  
Joseph D'Agostino  
Alan Fajardo  
Mike Hoare

### PENNSYLVANIA

David Haas  
Dave Troxell  
Nancy Hafer  
Rich Frye  
Dennis Heffelfinger  
John Greydanus  
Angela Pfahler  
Tim Spegelmeyer  
Louis DiAngelo

JoAnna Brown  
Chelsea Bendele  
Chris Finamore  
Michelle Laxton  
Tim Smith  
Tina Corley  
Richard England  
Joe Johnson  
Keisha Serville  
John Wah  
R. Mitchell  
Ronald Anthony  
Deshone Hairston  
Robert Ladson  
Mike Janson

### VIRGINIA

Arthur Godfrey

## ANNIVERSARIES

A big round of applause and heartfelt thanks go to the following Traffic Plan employees for reaching their 1-year and 5-year anniversaries with the company in 2018! We wouldn't be where we are today without your hard work and dedication.

### 5-YEAR ANNIVERSARIES

Desmarc Jean-Charles ..... 3/29/13  
Shirley Guttridge..... 4/02/13  
Alma Julian..... 4/22/13  
Henry Perez..... 4/30/13  
Jacob Rivera ..... 4/30/13  
John Tolentino-Klein ..... 4/30/13  
Jeffrey Thompson..... 4/30/13  
Mark Carr ..... 4/30/13  
Mark Mackintosh ..... 7/18/13  
Cheryl Taylor ..... 8/08/13  
Gregory Radian..... 12/31/13

### 1-YEAR ANNIVERSARIES

Timothy Smith ..... 1/09/17  
Maurice Proctor..... 2/20/17  
Christopher Dais..... 2/20/17  
Ryan Banks..... 2/20/17  
Nathaniel Green..... 3/13/17  
Al-Sabir Naylor ..... 3/13/17  
Jose Alvarado-Espada..... 3/13/17  
Paul Jennings ..... 3/13/17  
Lynn Keener ..... 3/23/17  
Marthe Datus..... 3/27/17  
Raheem Garrett..... 3/27/17  
Timothy Spigelmeyer Sr. .... 4/03/17  
John Greydanus ..... 4/24/17  
Keisha Serville ..... 4/26/17  
Richard England ..... 4/26/17  
Michele Zandona-Laxton ..... 4/26/17  
Hubert Rodriguez ..... 4/27/17  
Wilben Gonzalez-Santiago..... 5/04/17  
James Wiggins Jr. .... 5/10/17  
Michael Balletta Jr..... 5/10/17  
Audain Mesidor ..... 5/10/17  
Korey Lyons ..... 5/12/17  
Malik Muhammad ..... 5/15/17  
Kyle Brown ..... 5/15/17  
Deshone Hairston..... 5/17/17

Robert Ladson ..... 5/17/17  
Gerald Stahler ..... 5/24/17  
Stephen Schultz ..... 5/24/17  
Joseph Kennedy ..... 5/24/17  
Nathaniel Smith ..... 5/30/17  
Algernon Wilson ..... 5/30/17  
Hasson Huff ..... 6/01/17  
Stephon Johnson ..... 6/08/17  
Gregio Snead ..... 6/08/17  
Rashan Mitchell ..... 6/08/17  
Ibn-Uwenzon Jenkins ..... 6/08/17  
Jarred Woodhead..... 6/14/17  
Ray Ortiz ..... 6/14/17  
Tyler Gray ..... 6/14/17  
Raphael Williams Jr..... 6/29/17  
Thomas Siegler..... 7/06/17  
Christopher Shearin..... 7/06/17  
Josue Davila ..... 7/13/17  
Richard Thiele..... 7/13/17  
Mark Repnyek ..... 7/17/17  
Christopher Dawkins ..... 7/19/17  
Sinquetta Smith..... 7/19/17  
Tedd Madara ..... 7/25/17  
Adelheid Cherry ..... 8/01/17  
Dontavis Capel ..... 8/01/17  
Gene Gilchrist..... 8/01/17  
Erick Green Jr. .... 8/08/17  
Mark Altmark..... 8/08/17  
Douglas Harrison-Oakleaf ..... 8/08/17  
Tyler Kemmerer ..... 8/10/17  
Timothy Stenger ..... 8/11/17  
Troy Turner ..... 8/11/17  
Ramon Malave Jr..... 8/11/17  
Amanda Williams ..... 8/16/17  
Marquis Forney..... 8/22/17  
Amanda Pellegrino ..... 8/31/17  
Joshua Jones..... 8/31/17  
Aaron Melton..... 8/31/17  
Vanessa Lee..... 8/31/17  
Vanessa Wiggins ..... 8/31/17  
Marquise Taylor ..... 9/07/17

Charles Poole ..... 9/12/17  
Rosalind Collins ..... 9/12/17  
Michael Wisner ..... 9/13/17  
Patrick McCoy..... 9/14/17  
Ashley Aviles..... 9/21/17  
Vicki Schantz..... 9/25/17  
Steven Rohena..... 9/25/17  
Malcolm Alston..... 9/28/17  
David Czerwinski Jr..... 9/28/17  
Edwin Richardson..... 9/28/17  
Wilson Harvey Jr. .... 10/03/17  
Kenneth Bauman..... 10/05/17  
John Wah ..... 10/05/17  
Dwayne Larkin..... 10/10/17  
Michael DiMartino ..... 10/12/17  
Amber Blake..... 10/12/17  
Jefferson Moncada..... 10/12/17  
Correen Cameron ..... 10/17/17  
Kalima Taylor ..... 10/17/17  
Francine McCleary..... 10/19/17  
Joseph Johnson..... 10/26/17  
Jillian Stucy ..... 10/31/17  
Patrick Desnoyers ..... 10/31/17  
Keven Reid ..... 10/31/17  
Russell Landis ..... 11/07/17  
Jaclynne Bauman ..... 11/09/17  
Paul Newman ..... 11/09/17  
Daniel Sikora ..... 11/13/17  
Joseph Beckett ..... 11/16/17  
Talon Morrison..... 12/06/17  
Shaun Daniel ..... 12/06/17  
Christopher Hunsinger..... 12/06/17  
Richard McAllister ..... 12/14/17  
Christian Ortiz..... 12/14/17  
Christopher Finamore ..... 12/19/17  
Robert Hila ..... 12/21/17  
David Wardell Jr. .... 12/21/17  
Ikea'D Gray ..... 12/21/17  
Ryan Earley ..... 12/21/17

# CUSTOMER COMPLIMENTS



“A very difficult 24-hour-duration, two-week process, and not once did we have any complaints, non-show-ups, confusion, unsafe patterns, near misses, or disrespectful flaggers dealing with the general traveling public. The traffic control was one of my biggest concerns going into this difficult phase of the project, but Traffic Plan made it a nonissue, no-worry, easy process. First time in all of my years doing PennDOT and NJDOT work, so you should all be applauded.”

**JOHN EHLING, PROJECT EXECUTIVE, VOLLERS**

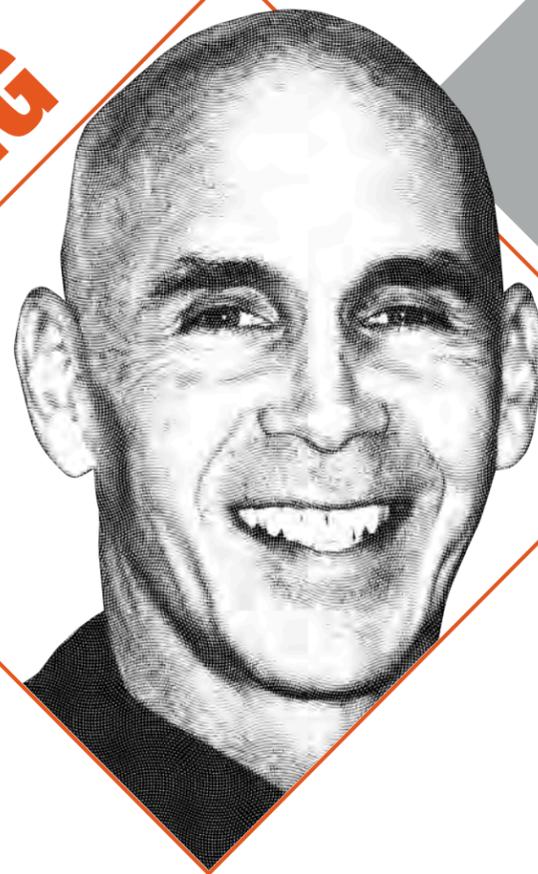
“The Damiano Funeral Home would like to praise the crew working on Wall Street in front of St. Jerome Church in West Long Branch [New Jersey] on Friday, October 5, 2018. The compassion and professionalism shown that morning to our funeral procession was greatly appreciated and did not go unnoticed. With a portion of Wall Street being closed for roadwork and repair, your employees rerouted the traffic flow, which allowed us to enter and exit the church parking lot safely. Furthermore, one of the crew members reached out to the contractor and had them stop all work that was being performed while family members entered and exited the church. Again, I thank Traffic Plan and their employees for their assistance.”

**BUDDY DAMIANO, OWNER, DAMIANO FUNERAL HOME**

“I just wanted to reach out to you and let you know how happy Henkels is with the [Traffic Plan] crew... This is night work on a state highway with a long setup. This crew is on top of everything out there, and they work hard. They have it all set up when we get there, and they are not afraid to move cones and signs in the rain. I cannot tell you enough how good of a job they are doing.”

**JOHN LAMPERT, AREA MANAGER, HENKELS & MCCOY**

# FRANKLY SPEAKING



I'd like to start off this first newsletter segment by introducing myself. I'm Frank Emmons, the Vice President of Operations here at Traffic Plan. After 29 years as a New Jersey State Police Officer, mostly working with traffic control in the construction unit for the New Jersey Highway Authority, I decided to transition into the private sector and joined the Traffic Plan team a little under three years ago. You may recognize me from my crew and office visits or my monthly Toolbox Talks.

The goal of these Frankly Speaking columns is to serve as advice columns, Q&As, or a way we can discuss any field or industry concerns you may have. This quarter, I'd like to start off by discussing complacency in our work and how it can impact our safety and the safety of those around us.

## COMPLACENCY BREEDS DISASTER

Let's face it. Sometimes being in the field can get mundane and boring. We know that it's sometimes easy to forget that what you're doing, where you are, and the overall environment you're working in is dangerous. Being in the field day in and day out can get monotonous and can cause you to let your guard down, but it's vital to your safety and the safety of others that you stay focused and aware of your surroundings.

## HOW TO STAY SAFE

The most important aspect of staying safe out in the field is workplace awareness. Being around traffic is dangerous, but being exposed to it daily can make you feel like you're immune to the threat of injury. Remember to stay behind traffic control devices, wear your safety vest, never turn your back to traffic, and always remember where you are and what work you're doing.

The scary part about this job is that you can do everything right and still get hurt, so stay alert and focused on what's happening around you so that you're as prepared as possible for any accidents. It's your responsibility to keep the workers, the public, and yourself safe.

Stay vigilant and don't allow yourself to become complacent. This will help ensure you can make it home safe and sound.

Let me know what you want to discuss in the next newsletter by contacting us at

[FRANKLYSPEAKING@TRAFFICPLAN.COM](mailto:FRANKLYSPEAKING@TRAFFICPLAN.COM).

# TOOLBOX TIPS

Our focus is to keep our customers and the traveling public safe — but we cannot forget our own safety in the process. Keep the following tips in mind to prevent injury on the job.

## WORK ZONE AWARENESS

- ◆ Remain clear of the work area.
- ◆ Stay on post or in your designated area.
- ◆ Be familiar with your surroundings.
- ◆ Do a pre-job brief and document potential hazards.
- ◆ Remain clear of blind spots.

## COMPLACENCY

- ◆ Remain focused. ("Keep your eye on the ball.")
- ◆ Think several steps ahead to what may happen.
- ◆ Remain efficient.
- ◆ Stay aware of risks associated with work zones.

## UTILIZE SENSORY AWARENESS

- Visual: Look for and identify hazards.
- ◆ Do not obstruct your vision.
  - ◆ Avoid hoodies, hats, scarves, and other items that block/restrict vision.
  - ◆ Maintain proper PPE.

Hearing: Listen for heavy equipment backup alerts.

- ◆ Remain open to communication.
- ◆ Attempt to ward off "white noise."



# TAKE YOUR TIME ♦ THINK ♦ STAY SAFE

# PROGRESS INSTITUTE

CONTRIBUTED BY  
STEVE ALBANESE AND PAT MACKIN

## WELCOME TO THE PROGRESS INSTITUTE UPDATE,

Traffic Plan's new employee resource for training updates, refreshers, and upcoming leadership opportunities!

## UPDATE

You already know Traffic Plan is committed to the safety of its crew members and that we strive to provide the most comprehensive and up-to-date training methods for our flaggers, crew chiefs, and traffic safety specialists. What you may not know is that we're currently creating an official Traffic Plan learning institute in King of Prussia, Pennsylvania.

This state-of-the-art facility includes a classroom environment where Traffic Plan staff can learn the latest

traffic safety regulations and federal DOT requirements, as well as a field environment where hands-on training can be conducted. Already, the facility is being used for TMA driver training, basic and complex work zone setup training, and specialty equipment operations prep.

Look for more information about this exciting project in future editions of the Progress Institute Update.

## DID YOU KNOW?

Opportunities for advancement abound at Traffic Plan. We're always on the lookout for crew chiefs and traffic safety specialists, and team supervisors are looking for feedback from crew leaders who can identify the best of the best.

## HERE'S WHAT WE WANT TO SEE:

- ◆ A record of safety excellence
- ◆ A diligent work ethic
- ◆ The ability to multitask effectively and safely
- ◆ Good working relationships with fellow crew members and staff
- ◆ Excellent attendance

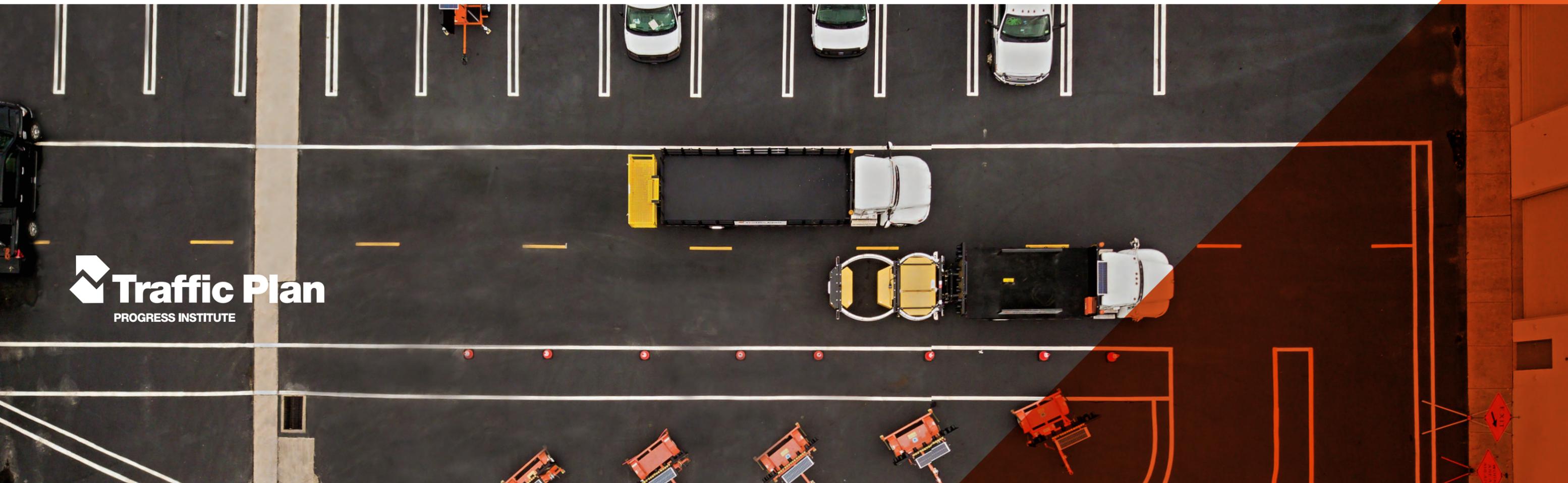
Traffic Plan prefers to promote from within, because our flaggers and field staff understand our way of doing things and our commitment to providing safe, reliable, and effective work zones. We're looking to invest in team members who want more responsibility and have proven they deserve it. If you're looking to make traffic control a career and not just a job, we want to talk to you.

## REMEMBER

Safety isn't a secondary consideration at Traffic Plan. It's our primary focus. Our goal is to provide the best traffic control experience for our customers, but to do it as safely as possible. We strive to create a safety-driven culture where our field staff can read and react to real-world situations and provide a high level of protection for road crews, motorists, and themselves.

Whether you're a new hire or a traffic control veteran, we rely on you to maintain safe working conditions in every situation and all kinds of elements. Always keep these safety tips in mind when in the field:

- ◆ Maintain situational awareness at all times.
- ◆ Do not get complacent.
- ◆ Know what to do when something goes wrong.





**TRAFFIC CONTROL SERVICES**

Corporate Headquarters  
5300 Asbury Road  
Farmingdale, NJ 07727  
844-875-2644

## **TAKE HOME AN EXTRA \$1,000!**

Attention all Traffic Plan employees: Don't forget we have an employee referral program. Through May 31, 2019, refer a new employee, and if they remain employed in good standing with Traffic Plan for six months, you'll receive a \$1,000 bonus. Make sure the person you're referring puts your name on their job application!