

Traffic Plan's  
official employee  
publication

# UNITE



# FAREWELL TO SUMMER

Summer has flown by, and we had a great season at Traffic Plan. Thank you for the talent, hard work, and dedication you give to our organization. Your contributions are the reason for our continued success!

As we say goodbye to summer and transition to the fall and winter months, it's a good time to remember the important role safety plays in our work. Putting safety first in everything we do helps protect our employees, our customers, and the public as our communities and infrastructure are not only maintained but improved for a brighter future.

## Safety Reminders

Each season has its own unique challenges that we need to be prepared for. Here are some friendly reminders for the fall months:

- ✓ Fall temps can fluctuate from hot to cold. Wear multiple layers of clothing that you can easily add or remove throughout the day.
- ✓ Change out of wet or damp clothes as soon as you can.
- ✓ As it gets darker earlier in the day, stay alert for drivers who may be blinded by an earlier sunset.
- ✓ Keep your windshield clean to minimize fall sun glare, and always have sunglasses on hand in your vehicle.
- ✓ When behind the wheel, be on the lookout for migrating deer. Also, avoid wet leaves, which can be just as slippery and dangerous as ice.

## Retroreflective Uniforms

Traffic Plan provides retroreflective uniforms to keep our employees safe. High-visibility apparel ensures that you'll be readily seen — not only by drivers but also by the co-workers joining you in the work zone.

Employees receive the following PPE at the end of onboarding and periodically afterward: a hard hat, a safety vest, and safety pants. For tips on how to keep your uniform clean, check out the article on page 4.

Enjoy the fall months and stay safe!

*Carolyn Kiely & Mary Kiely*



## WHY WORKPLACE DIVERSITY & INCLUSION MATTERS

As a women-owned business and equal opportunity employer, Traffic Plan is committed to having a workplace culture where diversity and inclusion (D&I) are embraced and everyone is treated as an equal — regardless of gender, race, or religion.

Celebrating and practicing workplace diversity and inclusion is not only the right thing to do, but it also comes with many benefits.

## 10 BENEFITS OF WORKPLACE D&I

1. Creates a collaborative environment
2. Helps with problem solving
3. Improves team performance and productivity
4. Increases employee morale
5. Inspires creativity and innovative ideas
6. Builds trust among co-workers
7. Contributes to a strong company culture
8. Boosts profitability
9. Helps attract and maintain employees
10. Strengthens the company brand and reputation

Have ideas for how to promote diversity and inclusion at Traffic Plan?  
Contact Jessica Carriero at [jcarriero@trafficplan.com](mailto:jcarriero@trafficplan.com).



PROGRESS BULLETIN

CARING FOR YOUR PPE

Wearing bright, reflective clothing on the job site is extremely important. It reduces the risk of accidents by making you more visible in high-traffic areas whether it's daytime or nighttime.

The national standard is that all workers within the right-of-way of a highway who are exposed either to traffic or to construction equipment must wear high-visibility safety apparel that meets Performance Class 2 or 3 of the ANSI/ISEA 107-2004.

At Traffic Plan, employees are given a PPE ensemble by your General Manager, Supervisor, or Crew Chief at the end of onboarding training. This ensemble includes a hard hat, a safety vest, and safety pants.

Your PPE is not only made of bright material, it also includes retroreflective tape, helping you stand out both day and night. The tape is a highly visible material made with tiny glass beads that reflect light directly back toward its source. This helps during the nighttime hours especially, when visibility is low.

It's important to keep your PPE clean. Use warm water and mild soap to keep your hard hat free of dirt.

Your vest and pants can go in the washing machine. Their tags say they can be washed up to 25 times, but we recommend only about 3. After that, stains and dirt usually don't come out. Traffic Plan will swap out your PPE on a regular basis, usually every 6 to 8 weeks, depending on how dirty or less visible it becomes.

HOW TO WASH YOUR SAFETY VEST & PANTS



USE COLD WATER



DO NOT USE BLEACH  
You'll lose that bright color!



DO NOT PUT THEM IN THE DRYER  
Air-dry only.



STAND & TAKE A BOW

Employees are Traffic Plan's most valuable asset. Here, we'd like to take a moment to recognize your milestones and give you a round of applause!

FIVE-YEAR ANNIVERSARIES

- DESHONE HAIRSTON ..... 05/17/17
- ROBERT LADSON ..... 05/17/17
- STEPHEN SCHULTZ ..... 05/24/17
- GERALD STAHLER ..... 05/24/17
- ROBERT GREGOWICZ ..... 05/30/17
- STEPHON JOHNSON ..... 06/08/17
- RICHARD THIELE ..... 07/13/17
- MARK REPNYEK ..... 07/17/17
- MARK ALTMARK ..... 08/08/17
- JOHN SCHILLING ..... 08/21/17
- MARQUIS FORNEY ..... 08/22/17

ONE-YEAR ANNIVERSARIES

- JACQUELINE FRIERSON ..... 04/19/21
- SCOTT LIND ..... 05/05/21
- JEREMY VAN METER ..... 05/05/21
- ROBERT O'DONNELL ..... 05/11/21
- SHAWANNA GREER ..... 05/17/21
- BERNARD SYLVESTER ..... 05/17/21
- KAREN LASH-ANDERSON ..... 05/19/21
- TIMOTHY HANDS ..... 06/02/21
- TIMOTHY VAN PELT ..... 06/02/21
- SADIQUA SMITH ..... 06/09/21
- GARRETT KNAPP ..... 06/16/21
- COURTNEY MILAZZO ..... 06/29/21
- BYRON MOTLEY ..... 07/07/21
- MICHAEL O'DOR ..... 07/12/21
- NOEL MANUEL ..... 07/13/21
- FRANKLIN PHILLIP JR. .... 07/14/21
- DASHAWN BARROW ..... 07/21/21
- MARQUISE NESMITH ..... 07/21/21
- GREGOERY BUTLER ..... 07/27/21
- ASHLEY FOSTER ..... 07/27/21
- JACLYN LESHER ..... 07/27/21
- ALEXIS STUART ..... 07/27/21
- MARK AVILA ..... 08/04/21
- SALVATORE IACOPELLI ..... 08/04/21
- JOSEPH JAGIELLO ..... 08/04/21
- MARK EMANUELE ..... 08/12/21
- PATRICK GILMAN ..... 08/16/21
- MICHAEL MARTIN ..... 08/17/21
- JASON TROY ..... 08/17/21
- ANDREW BIELECKI ..... 08/19/21
- CHRISTINA MELFI ..... 08/19/21
- GILBERT LANGFORD ..... 08/24/21
- DYLAN SLIMMER ..... 08/24/21

PROMOTIONS

- TO CREW CHIEF**
- JUNIOR ARAGON-RAMIREZ
  - SCOTT BARDO
  - DASHAWN BARRON
  - SAGE CAMPBELL
  - SARAH COLIHAN
  - JASON DAY
  - TYRONE DIGGS
  - BRENNAN ENRIGHT
  - SATONE FERGUSON
  - JOSHUA GEIGER
  - TIMOTHY HANDS
  - DAMIAN HARRIS
  - BRANDON HOLLAND
  - DAWN MACCULLOCH
  - NOEL MUHAMMAD
  - CHRISTOPHER MULGREW
  - MICHAEL SAGGAU
  - ANN MARIE SHIPLEY
  - BRIAN SLUSARZ
  - ASHNELL TORRES
  - CLARENCE WILFONG
- TO SUPERVISOR**
- DAVID WARDELL
- TO TRAFFIC SUPPORT SPECIALIST**
- ELIZABETH ALAIMO







# FOCUS ON

# STEVE NAPOLITAN

Steve Napolitan joined the Traffic Plan team nearly five years ago. He started as a Second Seater / Technician, and today he's a Crew Chief based at our office in Stevens, PA — a role he doesn't plan on giving up anytime soon.

**HOW LONG HAVE YOU BEEN WITH TRAFFIC PLAN, AND WHAT'S YOUR ROLE?**

I've been with Traffic Plan for four and a half years, and I'm a Crew Chief.

**WHAT'S YOUR FAVORITE PART OF THE JOB?**

The creativity you can get with the different work zones — it's not the same job every day. I also like being outside.

**THE MOST CHALLENGING PART?**

Dealing with motorists / the general population. I try to set up work zones so it makes things easy, but people get into their routines.

**WHAT HAS YOUR CAREER PROGRESSION AT TRAFFIC PLAN LOOKED LIKE?**

I started out as a Second Seater / Technician and became a Crew Chief after three months. I like what I do, and I'm content where I'm at. Our supervisors are good, I like being outside, and I like not being in charge of people.

**LOOKING TO THE FUTURE, WHERE DO YOU SEE YOURSELF AT TRAFFIC PLAN?**

I want to stay a Crew Chief. It's customer oriented, and I get to do different types of jobs with different foremen.

**ANY ADVICE FOR SOMEONE WHO'S NEW TO TRAFFIC PLAN?**

Come to work prepared. Bring extra clothing — socks, long johns — in winter. Bring extra water in summer. Always bring extra food in case you're stuck on a job site for extra time. If you're prepared, that's three quarters of the battle.

**WHAT DO YOU LIKE TO DO IN YOUR FREE TIME?**

I live in Ephrata, Pennsylvania, with my wife. We have two grandkids and one on the way. My wife and I like to spend a lot of time with them.

**WHAT'S A FUN FACT PEOPLE MIGHT BE SURPRISED TO LEARN ABOUT YOU?**

I met President Clinton in the White House when I went on a tour with my family. I got to have a picture taken with him and my son.

**HOW WOULD YOUR FRIENDS OR FAMILY DESCRIBE YOU IN THREE WORDS?**

Dependable, reliable, consistent.

**WHAT'S YOUR FAVORITE QUOTE OR MOTTO YOU LIVE BY?**

I have two: "Just be fair to everybody" and "Try to be consistent every day." They've served me well so far.

“**COME TO WORK PREPARED. IF YOU'RE PREPARED, THAT'S THREE QUARTERS OF THE BATTLE.**”



# ANSWERS TO YOUR 401(k) QUESTIONS

Traffic Plan offers a 401(k) plan for employees to save for retirement. We recently sat down with Mountain Hill Investment Partners to discuss their role as advisors to our employees who participate in the plan.

## What services do you provide to team members?

Mountain Hill Investment Partners provides financial education and advice to team members both in terms of how they can take full advantage of the 401(k) plan and how they can navigate other financial matters in their lives. In other words, our services are not limited to simply saving and investing in the 401(k). We're available to meet both during employer-sponsored group meetings and on an individual basis, and we can speak with spouses, other family, friends, or anyone else who helps you with your financial life. We have no products to sell, and our services are an employee benefit. They come at no cost to you. Lastly, our conversations are strictly confidential.

## What does an individual meeting with Mountain Hill Investment Partners look like?

Our initial meeting generally takes between 20 and 40 minutes and can be done in person, over the phone, or by video conference. It's important for us to get to know you before we give you advice. We want to make sure you have your bases covered first, so we'll ask questions like: Do you have emergency savings? Do you have any debt? Do you have any other retirement or investment accounts? This information is critical for us to know so we can give you advice that's in your best interest.

## Why is it important to contribute to the 401(k)?

In the past, many private-sector employees could depend on traditional, defined-benefit pension plans that provided income during retirement. These are very rare now, so it's important for individuals to take advantage of tax-efficient retirement savings vehicles like a 401(k) plan when they're available. Social security alone won't replace all your income in retirement. The 401(k) allows you to build up a nest egg that you can draw on later in life, supplementing other income you may have.

## How do I enroll in the 401(k) plan, and when is an ideal time to start?

Prior to becoming eligible to join the 401(k) plan, you will receive an enrollment booklet with helpful information and an introduction to Mountain Hill Investment Partners. The booklet also contains instructions for joining the plan. Once you are enrolled in the plan, contributions are deducted from payroll, and access to the plan is simple. You can view your 401(k) online at the Ascensus website (<https://myaccount.ascensus.com/rplink/account/login>) or on the mobile app READY SAVE. Your username and password are the same for both.

The ideal time to enroll in the plan is as soon as you're eligible! The sooner you begin saving for your retirement, the longer you have for that money to grow.



## How much should I save?

We encourage everyone to try to reach a savings goal of 10% of their income. The plan allows you to save on a dollar basis or a percentage basis. We recommend setting a percentage.

## What can you tell me about the investment options in the plan?

We've designed an investment fund lineup that is efficient in terms of both performance and cost, and one that allows anyone, regardless of their risk tolerance or age, to create a customized portfolio for their own circumstances. We've also included options called target retirement funds in the plan; these options allow you to choose a fund with the year that most closely aligns with your expected retirement year, and then the fund manages the assets in the background. Target retirement funds reduce an individual's risk over time by shifting their asset allocation to fewer stocks and more bonds as they approach retirement. We find that many people like the simplicity of this approach.

## Are there any other features of the 401(k) plan you want to highlight?

One very important feature of this plan is that it allows you to **make contributions on a before-tax basis** within the traditional 401(k), or an after-tax basis in the Roth 401(k). In the traditional 401(k), contributions are made before taxes are withheld from your paycheck, and the assets grow tax deferred. You pay taxes later in life when you retire and begin taking distributions from the plan.

With the Roth 401(k) option, your contributions are made after taxes are withheld from your paycheck. The benefit here is that you'll never pay taxes on these funds again; all the growth is tax-free! Making the decision between the traditional 401(k) and the Roth 401(k) relies on your own personal circumstances. We encourage everyone to reach out to us to understand what's in their own best interest.

## I have a 401(k) from a previous employer. Can I combine that plan with this one?

Yes. 401(k) plans are portable. We often advise employees who have 401(k) plans from previous employers to consolidate assets when they can. This plan accepts rollovers from other 401(k) plans and even traditional individual retirement accounts (IRAs).

## How can I reach your firm for advice?

Reach out to any of us at Mountain Hill Investment Partners. We are happy to help.

### Andy Kaiser

(732) 291-3188 | [andykaiser@mhipartners.com](mailto:andykaiser@mhipartners.com)

### Mike Meyers

(732) 291-3338 | [mikemeyers@mhipartners.com](mailto:mikemeyers@mhipartners.com)

### Lauren Siewert

(732) 554-1146 | [laurensiewert@mhipartners.com](mailto:laurensiewert@mhipartners.com)



# FRANKLY SPEAKING



In this edition of Frankly Speaking, I would like to acknowledge the importance of preserving the environment in which we live against what many folks claim is the ever-changing tide of climate. Depending on which side of the “climate change” fence you sit on — extreme, mild, or not at all a believer — it is fair to say that having a clean planet is something everyone can agree on.

Healthy ecosystems clean our water, purify our air, maintain our soil, recycle nutrients, and provide us with food. They sustain the environment, provide raw materials and resources for medicines, and are the foundation of all civilization.

Curbing consumption can have a significant impact on the environment. The three R's — **reduce, reuse, and recycle** — are a simple solution that WE here in the United States have been exercising for a long time. Ask anyone. It is hard to find a person who has not adopted recycling and reusing materials as an intrinsic instinct. And I think we can all agree that too much of anything is not good. Therefore, reducing usage at any level becomes a subconscious thought.

Aside from the steps taken in our personal lives, it is important to ask ourselves: **What can we do during our daily Traffic Plan operations to become more cognizant of protecting our environment?**

As we know, a lot of our workday is spent occupying the work van. Whether we are stationary on a job location or driving, the van can emit excessive harmful emissions into the air, especially while **IDLING**. Company toolbox messages have been distributed to all field crew members regarding purposeless idling. These important memos address the effect of idling on the environment, its harmful components to the air, how state and federal laws prohibit such action, and of course, not to leave out the unnecessary fuel consumption attributed to long-term running of the engine. By doing our part to minimize idling, we can directly reduce unnecessary toxins and chemicals in the air. So please, **make it a principal thought to lower idling times**. It is a very simple practice that goes a long way toward a cleaner, safer environment.

There is one more simple thing we can do to make a direct, positive impact on our environment: **Make certain to clean up our work areas daily, disposing of trash properly**. Unbeknownst to most people, marine litter is often the result of poorly managed trash on land. Trash littered on the ground can be carried into nearby waterways by wind or rain. It then travels downstream and can ultimately end up in the ocean. Besides looking unsightly, trash can be harmful to wildlife and pollute our waters.

Never litter — put trash in the appropriate bins and receptacles. A clean workspace is a safe workspace. Remember, sometimes it is the little things that go a long way. Let's all do our part!

Stay safe,  
Frank



# TOOLBOX TALK

## DE-ESCALATING WORK ZONE CONFLICT

Proper communication and interaction with the public is a key component of managing a safe work zone. If conflict arises, it's important to de-escalate the situation.

Doing our jobs and redirecting traffic may create a hardship for the public. In most cases, we're altering the path they're using to get from point A to B, causing an inconvenience. This may create a situation where we encounter an irate motorist or pedestrian.

During these rare instances, it is extremely important not to escalate the situation. We must manage ourselves professionally, devoid of anger, annoyance, and irritation. By maintaining a professional attitude, we can attempt to de-escalate the situation instead.

The goal of de-escalation is to defuse crises before they reach the point of physical aggression or violence.

## TECHNIQUES TO DE-ESCALATE A SITUATION

**Effective Communication:** Look, listen, and identify if your message is being received. Do not agitate the other person by being overly forceful.

**Reduction of Intensity:** Understand that you may be dealing with someone in distress. Calm yourself. Acting angry may increase their hostility.

**Be Nonjudgmental:** Recognize cultural differences. Adopt an attitude of empathy. Maintain positive body language.

**Contact Supervisor:** Pull back, remove yourself from the situation, and contact your Supervisor.



COMMUNICATE



DE-ESCALATE



EMPATHIZE



CALL FOR HELP

## THE TWO-MINUTE RULE

The Two-Minute Rule requires workers to take time before starting a job to become aware of the immediate work environment and detect conditions unanticipated by work planning and the pre-job briefing report.

### When to Use the Rule

- At the beginning of each work shift
- When returning from break
- When situations have changed

### How to Use the Rule

1. Explore the job site for the first two minutes by walking around and looking for Hazardous Conditions, Line of Fire, and Pinch Points.
2. Talk with co-workers or Supervisors about unexpected hazards or conditions and the precautions to take.
3. Eliminate the hazards, install appropriate safety barriers, or develop contingencies before proceeding with the task.

### At-Risk Behaviors to Avoid

- Hurrying
- Thinking a job is "routine" or "simple"
- Believing nothing bad can happen
- Not raising "gut feel" concerns with co-workers or Supervisors



## REMINDER: SAFETY PROTOCOLS

Discuss the following Traffic Plan safety protocols with your Supervisor. Review and rehearse them regularly so they become second nature during day-to-day field operations.

- Pre-Job Brief Reports
- Circle of Safety
- Use of Spotter
- 3 Points of Contact
- Idling Policy
- Situational Awareness
- Proper/Safe Driving Habits

## TRAFFIC PLAN'S IDLING POLICY

All unnecessary idling **MUST** be prevented during all work operations. Employees who fail to comply will be subject to company discipline. Excessive idling causes:

- Harm to the environment
- Mechanical issues to vehicles
- Overage of fuel consumption
- Legal ramifications, including fines and penalties

## PROPER PPE

Company policy mandates that proper personal protection equipment (PPE) must be worn during all field operations.

### Approved OSHA/ANSI Standard

- Reflective safety vest
- Reflective safety pants
- Issued hard hat
- Eye protection (when applicable)
- Ear protection (when applicable)
- Proper foot protection (work boots)



# PROGRESS INSTITUTE

## UPDATES FROM

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## TRAFFIC PLAN TRAINERS

Being a partner in progress means that we help keep our clients safe as they work to improve our communities — but we're also committed to protecting the traveling public and one another. At our very own Progress Institute, employees are trained in the latest work zone safety techniques to ensure we all make it home safely at the end of the day.

Between February and June of this year, nearly 500 new and existing Traffic Plan employees took part in Progress Institute training!

### ADVANCED CREW CHIEF TRAINING

Forty-eight employees trained to be Advanced Crew Chiefs. One class a month will continue to be scheduled moving forward.

### ADVANCED HIGHWAY TRAINING

Eighteen employees received Advanced Highway Training in this two-day class, which we will continue to hold once a month.

### ATSSA 4-YEAR FLAGGER RECERTIFICATION

ATSSA requires flaggers to be recertified every four years. Twelve Traffic Plan employees earned this recertification, ensuring they are up-to-date on the latest safety standards.

### TRUCK-MOUNTED ATTENUATOR CLASSES

We trained 83 employees over the course of eight classes! At least one TMA class will continue to be scheduled each month, with more added as needed.

### NEW EMPLOYEE TRAINING CLASSES

The Traffic Plan team grew by 334 newly trained employees! We were excited to welcome them over the course of 70 classes and will continue to hold these trainings as needed.

### CLIENT TRAINING

We're honored to share our industry knowledge with clients too! This spring, the Progress Institute hosted eight employees of New Jersey American Water for safety training.



### LOOKING TO ADVANCE?

If you would like to make traffic control a career, not just a job, you're in the right place. Traffic Plan is always looking for Crew Chiefs and Traffic Safety Specialists, and we want to invest in team members who've proven they're ready for more responsibility. Contact your Supervisor to learn more.







**TRAFFIC CONTROL SERVICES**

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

# BONUS OPPORTUNITIES

## MILESTONE BONUSES - \$500 & \$2,000

Receive a \$2,000 bonus 30 days after your 6-month employment milestone, then \$500 30 days after your 12-month milestone!

Must be actively employed by Traffic Plan at the time of payment to receive bonus. Valid for union employees only.

## CREW CHIEF BONUS - \$250

Receive a \$250 bonus 6 months after promotion to Crew Chief.

## REFERRAL BONUS - \$2,000

Refer a new employee, and if they remain employed in good standing with Traffic Plan for 6 months, **you'll receive a \$2,000 bonus!** Make sure the person you're referring puts your name on their job application!

