



**MEMORANDUM**

TO: Local Government Officials  
FROM: Jill Byers, LTAP Program Coordinator  
DATE: January 22, 2010  
RE: Local Technical Assistance Program (LTAP)

PennDOT and the Southwestern Pennsylvania Commission (SPC) are pleased to offer the training courses listed below to municipal officials and employees through the Local Technical Assistance Program (LTAP).

Listed below are the FREE training courses that will be held in our region during the upcoming months. Please take a moment to review the courses and when they are being offered. Complete course descriptions are available on the LTAP website: [www.ltap.state.pa.us](http://www.ltap.state.pa.us).

| Date      | Course Name  | Location   | Time           |
|-----------|--|--|----------------|
| 3/10/2010 | Principles of Paving                               | Hempfield Township<br>Municipal Building;<br>Greensburg, PA                      | 8:00am -3:00pm |
| 3/31/2010 | Spring Road Maintenance                            | Potter Township Municipal<br>Building<br>206 West Mowry Road<br>Monaca, PA 15061 | 8:00am-3:00pm  |
| 4/27/2010 | Common Sense Solutions to<br>Intersection Problems | Findlay Township<br>Municipal Building;<br>Clinton, PA                           | 8:00am- 3:00pm |
| 5/27/2010 | Equipment & Worker Safety                          | Cranberry Public Works Bld<br>20729 Route 19<br>Cranberry, PA                    | 8:00am-11:30am |

To register for any of these courses, please contact me at (412) 391-5590 x343 or [jbyers@spreregion.org](mailto:jbyers@spreregion.org). A registration form is also enclosed and can be faxed to me at (412) 391-9160. A Continental breakfast is supplied at all courses, while lunch is supplied at courses that run after 12:00 noon. Registration deadlines are listed on the enclosed registration form.