



State of New Jersey

DEPARTMENT OF TRANSPORTATION
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CHRIS CHRISTIE
Governor

RICHARD T. HAMMER
Commissioner

KIM GUADAGNO
Lt. Governor

MAY 31, 2017

IN THE MATTER OF REVIEW OF CLOSURE )
AND PEDESTRIAN TRAFFIC AT THE )
PEDESTRIAN AT-GRADE CROSSING OF NEW )
JERSEY TRANSIT RAIL OPERATIONS )
MAINLINE AND HO-HO-KUS TRAIN STATION )
PEDESTRIAN CROSSING IN THE )
MUNICIPALITY OF THE BOROUGH OF )
HO-HO-KUS, COUNTY OF BERGEN )
USDOT INVENTORY NO. 916149W. )

MEMORANDUM OF RECORD

HO-HO-KUS TRAIN STATION
PEDESTRIAN CROSSING
DOT DOCKET NO. 17-2017CM

The Commissioner of the New Jersey Department of Transportation hereby initiated a review of the above captioned public pedestrian at-grade crossing on his own motion in order to review consolidation of the pedestrian at-grade crossing and the Warren Avenue (Brookside Avenue) at-grade crossing.

New Jersey Transit Rail Operations made a request for consideration of closure of the pedestrian at-grade crossing due to consolidation of pedestrian crossing and Warren Avenue (Brookside Avenue) at-grade crossing.

After notice, a Diagnostic Team Meeting took place on Wednesday, April 26, 2017 at the highway-rail at-grade crossing of New Jersey Transit Rail Operations Mainline with Warren Avenue (Brookside Avenue) in the Borough of Ho-Ho-Kus, Bergen County. The following parties were present at the Diagnostic Team Meeting.

ATTENDEES

Barbara Foran Diagnostic Team Leader NJDOT -Railroad Engineering Services
Todd Hirt Supervising Engineer NJDOT -Railroad Engineering Services
Paul Pawelzik Assistant Engineer NJDOT -Railroad Engineering Services

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ATTENDEES CONT'D

Joseph Haddad	Chief Engineer	NJ Transit
Jeff Wakstein	Senior Safety Officer	NJ Transit
Kevin Quigley	Manager Signal Maint.	NJ Transit
Brendan Stuk	Safety Officer	NJ Transit
Sean Kushnir	Assistant Supervisor	NJ Transit - Hoboken
Patrick Leake	Road Forman	NJ Transit - Hoboken
Paul Montalbano	Senior Trainmaster	NJ Transit - Hoboken
William Jones	Borough Administrator	Borough of Ho-Ho-Kus
Chief Minchin	Police Department	Borough of Ho-Ho-Kus
David Biswurm	Fire Department	Borough of Ho-Ho-Kus
Dave Hals	Engineer	Borough of Ho-Ho-Kus
Sgt John Chuck	Police Department	Village of Ridgewood
Christopher Rutishauser	Engineer	Village of Ridgewood

The Diagnostic Team, comprised of those in attendance, reviewed the conditions of the highway-rail at-grade crossing at the intersection of New Jersey Transit Rail Operations Mainline and Warren Avenue (Brookside Ave) as pertaining to railroad warning devices, traffic control devices, vehicular movements, pedestrian movements, roadway configuration, one-way designation and consolidation of pedestrian crossing with the highway-rail at-grade crossing.

For purposes of discussions and comments pertaining to this memorandum, the New Jersey Transit Rail Operations Mainline runs in a north/south direction and the Ho-Ho-Kus Train Station Pedestrian at-grade crossing runs in an east/west direction.

The Diagnostic Team Findings:

1. New Jersey Transit Rail Operations owns, operates and maintains the railroad tracks.
2. Three (3) tracks of New Jersey Transit Rail Operations Mainline cross the Ho-Ho-Kus Train Station Pedestrian at-grade crossing on a right angle.
3. The Ho-Ho-Kus Train Station Pedestrian at-grade crossing is approximately one hundred sixty (160) feet south of the Warren Avenue (Brookside Avenue) at-grade crossing. The at-grade crossing is in good condition and flat across the railroad tracks.
4. New Jersey Transit Operations Mainline operates twenty-four (24) hours a day. The current volume of trains on the New Jersey Transit Rail Operations Mainline for weekday movement is 135 trains; weekend movement is 89 trains. The maximum speed for passenger trains is 50 mph. Freight trains may operate across the Warren Avenue (Brookside Avenue) at-grade crossing. The maximum speed for freight trains is 30 mph. The warning time detection activation is 30 seconds.

5. Active-railroad warning and pedestrian control devices currently control the Ho-Ho-Kus Pedestrian at-grade crossing. The active railroad warning devices consist of crossbucks (R15-1) and twelve (12) inch mast mounted flashing lights. The active pedestrian-traffic control devices are railroad pedestrian gates.
6. A fence runs along the platform on each side of the pedestrian at-grade opening.
7. Sight distance between a pedestrian and a train is clear on both approaches.
8. In the northeast quadrant there is one mast with mast-mounted single faced retro reflective crossbuck (R15-1) and mast-mounted single faced twelve (12) inch automatic flashing lights, facing pedestrian westbound traffic, railroad pedestrian gate and an audible bell. There is a jury-arm mounted back-to-back retro reflective crossbucks (R15-1) and jury arm-mounted back-to-back twelve (12) inch automatic flashing lights, facing pedestrian northbound and southbound traffic and a jury-arm mounted “3 Tracks” (R15-2P) sign.
9. The southwest quadrant there is one mast with mast-mounted single faced retro reflective crossbuck (R15-1) and mast-mounted back-to-back twelve (12) inch automatic flashing lights, facing pedestrian eastbound and westbound traffic, railroad pedestrian gate, a mast mounted “3 Tracks” (R15-2P) sign and an audible bell. There is jury-arm mounted single faced retro reflective crossbuck (R15-1), jury-arm mounted single faced twelve (12) inch automatic flashing lights facing pedestrian northbound traffic and a mast mounted “3 Tracks” (R15-2P) sign.
10. For purposes of review and discussion, New Jersey Transit Rail Operations Mainline runs in a north/south direction and the Pedestrian Crossing run in an east/west direction.
11. New Jersey Transit Rail Operations requested a Diagnostic Meeting to review the pedestrian at-grade crossing with respect to consolidation of the pedestrian at-grade crossing and the Warren Avenue (Brookside Avenue) at-grade crossing.

### Discussion

1. When closing the current Pedestrian crossing NJ Transit will enhance pedestrian features at the roadway at-grade crossing with pedestrian gates, street lamp, fencing, related railroad/pedestrian signs and pedestrian crosswalks.

### RECOMMENDATIONS OF THE DIAGNOSTIC TEAM MEETING ARE:

#### A. New Jersey Transit Rail Operations Shall:

1. Maintain existing pedestrian at-grade crossing until the Warren Avenue (Brookside Avenue) at-grade crossing is functional and approved by the NJDOT Railroad Engineering Services Unit. Once approved, New Jersey Transit Rail Operations may remove the pedestrian-railroad warning/control devices and masts.

2. Install fence segments to close the eastbound and westbound pedestrian at-grade crossing accesses to Track 2 and Track 3. The fence segments will complete a continuous fence barrier parallel to Track 2 and Track 3.
3. Remove all vestiges associated with the pedestrian-rail at-grade crossing. Those vestiges include, retro reflective crossbucks (R15-1), twelve (12) inch automatic flashing lights, railroad pedestrian gates, “3 Tracks” (R15-2P) signs, audible bells, masts and foundations, crossing surface, and circuitry housing unit.
4. Complete appropriate Highway-Rail Crossing Inventory Reporting documentation/notification of crossing closure for submission to the Federal Railroad Administration in accordance with 49 CFR 234.

**B. Inclusive:**

1. ALL devices controlling roadway vehicles and pedestrians installation shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
2. New Jersey Transit Rail Operations shall establish appropriate maintenance of traffic and traffic controls for trains, vehicles and pedestrians affected by work at the crossing before work begins.
3. New Jersey Transit Rail Operations is responsible for all costs incurred to remove vestiges associated with the pedestrian-rail at-grade crossing.
4. New Jersey Transit Rail Operations shall notify the Department’s Railroad Engineering & Safety Unit in writing when work is to commence and when work is complete, for scheduling of inspections and issuance of acceptance/approval.
5. All work associated with this matter shall be subject to final inspection and approval by NJDOT’S Railroad Engineering Services Unit.
6. Completion of the work described herein should be within two (2) years of the issuance of the ORDER. The pending ORDER issued by The Department will included the date of completion.
7. The Diagnostic Team always reserves the right to reconvene if the pedestrian-railroad traffic control device and warning device revisions are not adequate for pedestrian safety.

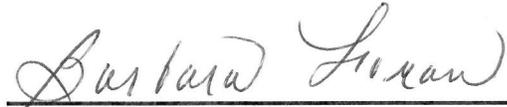
Distribution of this Memorandum of Record is to those invited in the Initiation of Proceedings and the Diagnostic Team Meeting attendees. Placement of Public Notice will be in local newspapers or publications. The New Jersey Department of Transportation Commissioner receives submission of the matter for final determination, unless a meritorious objection to the recommendations advances from any of the parties of interest or by members of the public at large. Anyone NOT in accord with these provisions MUST reply in writing within (30) days from the receipt of this Memorandum of Record. All submissions must include name or agency, at-grade crossing name and DOT Docket Number. **Failure to respond qualifies as acceptance.**

Meritorious objections received will warrant submission to the Department's Exception Review Committee to determine further action.

Direct, in writing, questions and/or objections concerning this matter to [Barbara.Foran@dot.nj.gov](mailto:Barbara.Foran@dot.nj.gov).

Date: 6-5-2017

DEPARTMENT OF TRANSPORTATION  
Approved by:



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Barbara Foran  
Diagnostic Team Leader  
Structural and Railroad Engineering Services