

**HALIFAX TOWNSHIP
DAUPHIN COUNTY, PENNSYLVANIA
RESOLUTION # 13- 10 -2013**

**A RESOLUTION ESTABLISHING A SNOW AND ICE CONTROL POLICY/ROAD
CREW SNOW AND ICE CONTROL OPERATIONS MANUAL
FOR HALIFAX TOWNSHIP**

WHEREAS, the Board of Supervisors of the Township of Halifax, Dauphin County, Pennsylvania ("Township") wishes to establish a policy for Snow and Ice Control Policy/Road Crew Snow and Ice Control Operations Manual; and

WHEREAS, the Halifax Township Board of Supervisors ("Board") is the road authority and provides maintenance for approximately 38 miles of road in the Township; and

WHEREAS, the Board, as the road authority, provides for snow and ice control on the public Township roads and those roads which have been designated to receive winter maintenance under a PENNDOT contract agreement; and

WHEREAS, the Board determines it is in the best interest of the Township to develop a policy to set out how snow and ice control activities will be conducted on Township roads considering the limited maintenance budget, personnel, and equipment available in the Township; and

WHEREAS, the Board will periodically review this policy, taking into consideration any changing conditions in the Township's circumstances, any complaints or comments received, and the experience learned from undertaking snow and ice control procedures and the Township reserves the right to deviate from this policy at any time due to weather conditions, manpower shortage, material shortage, equipment failure, CDL restrictions, safety issue or any other unforeseen problem.

NOW, THEREFORE BE IT RESOLVED, by the Board of Supervisors of Halifax Township, Dauphin County, Pennsylvania as follows:

A. Halifax Township Snow Policy

The purpose of this policy is to define and outline snow and ice control objectives and procedures as established by the Board. This policy supersedes all previously written documents or unwritten policies of the Township regarding snow and ice control.

The intent of establishing the Halifax Township Snow and Ice Control Policy is to provide a uniform understanding of the priorities used to combat snow and ice related road conditions. Each winter storm has unique characteristics. Climatological factors such as storm intensity and duration, wind, and temperature and moisture content affect the total amount of snow/ice accumulation and influence the methodology used to combat the resulting snow and/or ice related conditions. The Township endeavors to maintain adequate traction for vehicles properly equipped for winter driving conditions. **This does not mean bare, dry pavement should be expected.** *Furthermore, this does not mean the streets will be free of ice and snow.*

The aim of snow and ice control operations is to return street surfaces to normal winter conditions as soon as feasible within the limitations of the policy and our limited resources. The desired results can usually be attained by the proper use of storm forecasts, personnel, equipment, and materials. However, flexibility is needed to adapt to the variety of circumstances and conditions during a snow or ice storm.

The public streets and roads of the Township are owned and maintained by three separate entities:

1. There are state roads which are maintained by PENNDOT;
2. There are Township public streets and roads and state roads (which through a contract between PENNDOT and the Township, winter maintenance is the responsibility of the Township's Road Crew) maintained by the Township employees; and
3. There are private roads which are owned and maintained by the abutting property owners. This policy will apply only to those public streets and roads within the jurisdiction of the Township's Road Crew.

During snow/ice conditions, calls from the State Police and Fire Departments regarding accidents, medical or other emergency situations are given top priority. The Road Crew does not respond to unverified "emergency" requests from the public. Their requests are referred to the Road Master or Township Supervisors to verify and respond to the emergency. Upon request of the appropriate staff (Road Master, Township Supervisors), the Road Crew will provide assistance as necessary.

Because of the high priority assigned to snow and ice control, almost all other Road Crew operations become secondary to snow fighting operations. The Road Master and Board will provide supplemental manpower, as needed, to assist the Road Crew. Incorporated into the policy are the Road Crew's Snow and Ice Control Operations Manual below. The purpose of the manual is to describe the actual operational procedure as set forth by the above policy/mission

statement regarding snow and ice control operations.

B. Snow and Ice Control Manual

The purpose of the Snow and Ice Control Manual is to assist the Road Crew and other employees by establishing some written guidelines for their assigned duties during winter storms. Additionally, the manual will provide a standard of operating procedure for the Road Crew as a foundation of policy for public information and all other persons interested in the Township's winter storm procedures. The manual provides a reference for all employees engaged in snow removal operations and includes specific instructions for plowing routes, salt application procedures, towing policies, snow removal in the Township in general.

i. Winter Storm Warning

The Halifax Township Road Master Assistant Road Master & Road Crew as well as the Board will monitor weather conditions on a 24 hour schedule when pending weather is approaching. This could include road trips to actually check the conditions that exist in the Township.

ii. Standby Crews

The Road Master shall provide a call out list each year and submit it to the Board for approval. Beginning with the second week of November until the end of April, the part-time crew is placed on a call out schedule as needed. Any call out requiring the use of part-time employees for an emergency would be made by the Road Master. In the event that the Road Master cannot be reached, the Assistant Road Master will make the call.

iii. Call out Help/Salt

The Secretary, Board and Road Master shall maintain a list of phone numbers for all personnel involved in snow and ice control. As much notice as possible should be given to the part-time employees, even if it is just to give an alert notice that a storm may require their help. Once a call is made it generally takes 45-60 minutes before the winter maintenance operation begins. Each driver has to complete a vehicle check before loading materials. Depending on the timing of the storm, application of anti-skid and salt usually takes 3.5 hours; plowing takes nearly 7 hours from the start of operations.

Salt and anti-skid are stored in the Township's salt shed in the maintenance yard, which can hold a capacity of 200 tons of salt, 200 ton of anti-skid & 200 ton of 50/50 mixture (anti-skid & salt). In a typical year the Township uses 400 to 600 tons of salt material to treat the roads. Material has to be ordered and trucked in throughout the winter. All road operations are

conducted by the Road Master 717-979-3907. If unable to contact Road Master during an emergency then call a Township Supervisor with your emergency request. The information will immediately be dispatched to a truck in your section.

iv. Policy and Operating Procedures - Background

Within the geological boundaries of the Township are 38.6 miles of municipal road, and 22.6 miles of state road. Under a written agreement with the Pennsylvania Department of Transportation, the Township is responsible for snow and ice control on one state road (Powells Valley Road). The Township is reimbursed on a per mile basis for work done on (Powells Valley Rd.) as specified in an annual contract with PENNDOT.

In order to establish an effective program for dealing with the treatment of many miles of road, a priority system was developed over many years ago throughout the Township. This system has been effective and fair in handling storms of any size. The entire Township roadway network is designated as North Side and South Side roads.

Generally, the clearing of roads will consist of three phases: Make the road passable; widening of the road; and cleaning up of the road.

v. Hours Worked Etc.

The timing of a storm will dictate when personnel are held over or called to work. As a general policy, personnel will not be asked to work beyond midnight on any given day. The exception to this would include holding drivers to work through the night depending on the intensity of the storm. In all cases, the decision to work beyond midnight will depend on the amount of hours worked and availability of drivers. The decision to suspend and when to resume operations will be made by the Road Master. In the absence of Road Master, the Assistant Road Master will make all decisions on hours worked. Halifax Township full and part-time employees are class A or B CDL licensed operators and are subjected to random drug and alcohol testing. *No one is to work beyond 18 hours without a five-hour break.* As a matter of safety to the employees and equipment there will be no exception to this rule. It shall be the policy of Halifax Township to utilize a shift work system, a flex start and stop work schedule, under unusual circumstances for snowstorms, or storm warning reports as Road Master directs.

vi. Snow Control Procedures

a. Storm Conditions

All storm conditions are dictated by temperature, the amount of moisture present in the storm, wind speed and duration. The combination of these factors is

directly related to the conditions that dictate how a storm will be dealt with. Freezing rain, sleet, wet snow, dry snow, amount of snow, wind conditions, and the time of day all contribute to storm conditions.

b. Salt Application

When road conditions necessitate the application of a chemical, salt shall be applied beginning with all Priority I roads as soon as possible. Each winter storm has unique characteristics thus application rates will need to be adjusted to meet the condition changes. A starting guide that could be adjusted. More or less amounts would be to apply salt at the approximate rate of 400 pounds per lane mile. All salting will be done by truck tailgate spreaders. Storm conditions will determine if a second application of salt will be needed as well as rate adjustments. During certain persistent storms, that require the roads to be plowed several times, anti-skid and salt are usually not put down again until the end of the storm is near. This is done primarily to save material and not to waste it.

c. Anti-skid Application

An anti-skid material will be used with the application of salt in a mixture ratio of one part salt to one part anti-skid, in most applications. The term anti-skid shall refer to crushed limestone or granite as used by PENNDOT.

d. Calcium Chloride Application

Calcium chloride is to be used as a wetting agent on each truckload of salt and anti-skid when temperatures are 20 degrees Fahrenheit or less. The application rate for dry calcium is 50 pounds per ton. Apply one bag in loader bucket while it is full of salt and anti-skid mixture to help mix the dry calcium.

e. Plowing

When snow is predicted to accumulate greater than 2", all trucks should mount their plows near the time of snow prediction or before the end of the normal day of work. The truck schedule will be reviewed and determined by the Road Master.

Plowing operations should begin when snow has accumulated more than one inch on the street. Plowing and salting will be done simultaneously. If the storm continues in intensity and snow is falling heavily, plowing will continue on main roads but salting should be suspended in order to save material. As long as snow

continues to fall, plowing should be concentrated to main roads only, unless directed to go to secondary roads by the Road Master or Township Supervisor in charge. Once the snow stops, plowing is to be done in conjunction with salting on the assigned routes in each section until all roads are complete. When all the roads are open after a snow fall then you may go back and widen them as needed if there was no time to do this during the normal operation of plowing. Be sure intersections are safe for use and stopping. Salting and plowing operations will be done on main roads first and other roads second.

f. When Snow Plowing Will Be Delayed or Suspended

Snow and ice control operations will be delayed or suspended if the Road Master or Township Supervisor determines that the safety of employees is at risk, conditions pose an unreasonable risk of damaging equipment, or if operations will not be effective because of existing or anticipated condition. In the case of severe snow storm the grader, back-hoe or pay loader may be needed to open the more problem areas. This will in most cases slow down the snow removal time. When snow is compacted to the asphalt roads the heavy equipment may be the best way of removing the compacted snow from them.

vii. Snow Removal in General

a. Citizen Participation

It is not uncommon for snow plows in the course of clearing roads to push snow in front of driveways. Plowing operations cause snow to be typically removed to the right of the moving truck and onto the berm or shoulder of the roadway. Homeowners can help prevent their driveways from being plowed shut by trying to shovel snow along the road in front of driveways a distance equal to the width of their driveway. During snow, residents are requested not to park cars in the street or road so as not to impede the snowplows.

Citizens can assist as follows:

- Please do not park in a cul-de-sac.
- Park cars, when possible, in a driveway.
- Work with your neighbors to park on the same side of the street if you do not have a driveway.

- Please do not move snow off of your property or place snow in the right-of-way. All snow shoveled and plowed must be retained on your property.
- Residents can greatly assist during a snow emergency by clearing snow from around all mailboxes and fire hydrants (where applicable). Township Personnel will not open up mailboxes that have snow in front of them.
- Residents & contractors are reminded that it is illegal to deposit snow into the public roads.

b. Mail Boxes

1. Mailboxes on private property damaged by DIRECT CONTACT (this means the vehicle or plow blade contacts the mailbox) with a Township vehicle or its plow blade while performing Township maintenance operations will be repaired or replaced with a 4 x 4 treated wooden post and a mailbox approved by the United States Postal Service. An inspection of the damaged mailbox by the Road Master of Halifax Township along with a signed release form is required prior to payment.
2. If a mailbox is located within a public right-of-way, the Township may not repair or replace same at its discretion.
3. Damage by thrown or pushed snow does not warrant replacement.

The following mailbox "rules for residents" are intended to minimize mailbox and damage claims. Noncompliance with these rules may negate Township responsibility for subsequent damage.

- i. Keep the mailbox as far from the white/edge line or road asphalt as practical.
- ii. Snow removed from your driveway should not be placed on the roadway or in a location that requires a plow to throw it at the mailbox.
- iii. Mailbox posts must break away and cannot be mounted on anything bigger than a 4 x 4 wood post or 2 inch diameter standard strength steel pipe.

c. Right-Of-Way Obstructions

The Township is not liable for damages to fences, vehicles and/or other objects placed on the Township right of way especially during a snow removal period in the Township. Township residents are reminded to remove parked vehicles from Township roads to assist in snow removal. Trashcans may not be placed on the roadway surface as they may interfere with snow removal operations. Nothing should be placed on the roadways surface or within the right of-way area, which could affect the snowplowing operations.

d. Private Property

It is the policy of the Township not to use Township personnel and/or equipment for snow removal operations on private property. Should an emergency situation ever arise where it is necessary or advisable to deviate from the policy, the Road Master will determine that removal of the vehicle would be in the best interest of public safety it will be done only in an emergency without first getting approval of Board of Supervisors. In all such cases the necessary legal documentation will be in place to protect the Township from any liability for work done on private property.

e. Removal of Vehicles

No Township personnel and/or equipment will be used to remove any vehicles, which have become stuck in the snow, unless the Road Master determines that removal of the vehicle would be in the best interest of public safety. A signed released of Township Liability by the owner is required if it is for the owner that is requesting the removal or help.

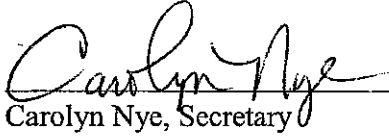
f. Complaints

Complaints regarding snow and ice control or damage done to private property during the course of snow removal operations shall be called into the Township Office 717-896-3035 during normal working hours. All complaints will be handled by the Halifax Township Road Master and reviewed by the Board. If the complainant is not satisfied with the decision by the Road Master, the citizen will need to submit their complaint in writing for review by the Board can review it. It is the intent of the Township to treat all residents uniformly and to ensure that the

provisions of the policy are complied with.

THE FOREGOING RESOLUTION was adopted by the Board of Supervisors of Halifax Township, Dauphin County, Pennsylvania on the 11 day of November, 2013.

ATTEST:



Carolyn Nye, Secretary

HALIFAX TOWNSHIP
BOARD OF SUPERVISORS



Kenneth E. Bechtel, II, Chairman