

RESOLUTION 2009-11

RESOLUTION ESTABLISHING A SNOW AND ICE CONTROL POLICY

RESOLUTION by the Board of Supervisors of the Township of Conewago, Dauphin County, Pennsylvania, will establish a policy for Snow and Ice Control Policy as well as attached to this policy and incorporated into the policy are the Road Crew's Snow and Ice Control Operations Manual.

WHEREAS, the Conewago Township Board of Supervisors is the road authority and provides for maintenance for approximately 54 miles of road in the Township.

WHEREAS, the Board, as the road authority, provides for snow and ice control on the public township roads and those that have been designated to receive winter maintenance by a PennDOT contract agreement.

WHEREAS, the Board determines it is in the best interest of Conewago 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. 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, or any other unforeseen problem.

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 experienced learned from undertaking snow and ice control procedures.

Conewago Township Snow Policy

The purpose of this policy is to define and outline snow and ice control objectives and procedures as established by Conewago Township Board of Supervisors. This policy supersedes all previously written documents or unwritten policies of Conewago Township regarding snow and ice control. 10/14/09

General

The intent of establishing the Conewago 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 after each snowfall. 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 Conewago Township are owned and maintained by three separate entities. There are Township public streets and roads which are maintained by the Township employees

both full and part time emergency workers; there are public state owned streets which, through a contract between PennDOT and Conewago Township, winter maintenance is the responsibility of the Township's Road Crew; and finally, 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 Conewago Township's Road Crew and staff.

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 Township Supervisors 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. 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.

INTRODUCTION

The purpose of this 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 should provide a reference for all employees engaged in snow removal operations and includes specific instructions for plowing routes, salt application procedures, working restrictions during snow storms, towing policies, snow removal in Conewago Township in general.

The Manual Contains Five Sections:

Implementation

- 1.1 Winter Storm Warning Notification
- 1.2 Standby Part-Time Procedure
- 1.3 Call Out Procedure

Policy and Operating Procedures

- 2.1 Background
- 2.2 Overtime Policy and Emergency Exemption
- 2.3 Meal Policy

Snow Control Procedures

- 3.1 Storm Conditions
- 3.2 Salt Application
- 3.3 Anti-skid Application
- 3.4 Calcium Chloride Application

3.5 Plowing Routes and Priorities
3.6 Delay or Suspend Plowing Operations

Routes and Priorities

Priority I Roads
Priority II Roads

Hired Equipment

4.1 Equipment Rental

Township Issues with Snow

5.1 Citizen Participation
5.2 Mailbox on Township Right-Of-Ways
5.3 Right-of-Way Obstructions
5.4 Private Property
5.5 Towing Vehicles
5.6 Complaints

Implementation

1.1 Winter Storm Warning Service

Winter storm warning notice is available to Conewago Township on an annual basis by Mt Joy Township Road Crew. Mt. Joy Road Foreman or designate will notify our Road Crew. Mt. Joy has a 24/7 police department that monitors the weather and road conditions and are required to alert their Road Crew when conditions warrant. This procedure provides Conewago Township with 24-hour telephone update information on all weather alerts or storm warnings as well as road conditions in our neighboring community. The National Weather Service is also a source of information available, but they do not supply Conewago Township with an automatic call-in service. Internet Doppler radar is the best look at storm conditions and forecast. Conewago Township Road Crew, Road Master will monitor weather conditions on a 7/24 hour schedule when pending weather is approaching. This could include road trips to actually check the conditions that exist in Conewago Township.

1.2 Standby Crews

The Township Director of Administration/Road Master makes up a call out list each year and submits it to the Board of Supervisors by October 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 Lead Road Crew member will make the call.

1.3 Call out Help

The Office, Twp Supervisors, Road Master maintains 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 2 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 500 tons of salt material. In a typical year the township uses 500 to 700 tons of salt material to treat the roads. Material has to be ordered and trucked in throughout the winter.

All road operations are conducted from the Road Master Office, 717-534-8556 during normal office hours or call 982-3580 his cell phone, if unable to reach him and it is an emergency call his house at 534-3712. If still 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. Please be patient because in terms of mileage, Priority I and II roads comprise a greater percentage of roads.

Policy and Operating Procedures

2.1 Background

Within the geological boundaries of the Township are 33.40 miles of municipal road, and 17.95 miles of state road. Under a written agreement with the Pennsylvania Department of Transportation, the Township is responsible for snow and ice control on the state roads within its boundaries. The Township is reimbursed on a per mile basis for work done on state roads 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. The roads getting done first (Priority One) are the main corridors through the Township, Next are those that are considered major secondary roads Priority Two) which link or tie into the corridors. Roads that are not classified (Priority Three) are the remaining portions of our roadway system. This also includes cul-de-sac, widening roads at crossings, and general cleanup. Generally, the clearing of roads will consist of three phases: Make the road passable; widening of the road; and cleaning up of the road.

2.2 Overtime and Emergency Exemption

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 and providing their total working hours does not exceed CDL limits without the Board of Supervisors calling for an Emergency Exemption condition. 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 Lead Road Crew member will make all decisions on hours worked as long as the following law and policy is followed.

Multiple snowstorms can cause problems with the CDL restrictions on driving hours. An emergency can be declared in order to allow the employees additional driving hours, however, the bare road surface cannot be expected in some of these cases. Making the roads passable may be the goal instead.

Conewago Township full and part-time employees are class A or B CDL licensed operators and are subjected to random drug and alcohol testing and by law are only permitted to drive 11 hours at a time without a 10-hour break unless the Board of Supervisors declares an emergency. EMERGENCY

EXEMPTION PennDOT regulations provide an exemption from these driving time limits in Title 67 Pa.Code Chapter 231.346. (Relief from Regulations) states that: "... Personnel providing services relating to the public health or safety on an emergency basis shall also be provided the regulatory relief afforded by this section.

Conewago Township procedures for declaring an emergency exemption will be as follow: Once an employee is approaching 11 hours of driving time plus working time the Road Master or his designate will notify the Board of Supervisors individually starting with Chairman and Vice-Chairman and then the rest of the Board members. Each will be polled to determine if this emergency exemption should go into effect. With majority recommending an emergency exemption the Road Master or designate will inform the Road Crew and continue to monitor road conditions. Once conditions improve above the emergency exemption conditions the Road Master will terminate emergency exemption. Sending the "relief from regulation employees" off duty. The emergency exemption may continue even if new qualified CDL road crew replace the extended time employees when weather conditions dictate that the new CDL drivers may be needed to extend their driving time. The Supervisors will be kept informed while under the Emergency Exemption on a regular bases (at least every 9 hours) by Road Master or his designate during the emergency period.

Once the emergency is over the Road Crew will go back to normal allowable hours to work and drive.

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 Conewago 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.

2.3 Meal Policy

If Conewago Township officials require employees to work overtime, the Road Master or Township Supervisor may provide an allowance for meals for those employees. To be eligible for overtime meals required in conjunction with weather conditions must be out of necessity, leave home before 5:30 a.m. and be unable to return home before 7:30 p.m. with at least two hours more of service to the Township before leaving for home. Meals taken without authorization cannot be reimbursed. Generally, an employee would not be eligible for an overtime meal until they had out of necessity been on duty for 11 hours during the day or during an emergency exemption condition. Lunch meal expenses are not reimbursable under the provisions of the overtime meal reimbursement policy.

Snow Control Procedures

3.1 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.

3.2 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. Priority II roads a starting guide that could be adjusted more or less amount would be to apply salt at the approximate

rate of 400 pounds per mile of roadway. 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. The decision to re-apply will be made by the Lead Road Crew Member after concurrence with the Road Master or his designee. 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.

3.3 Anti-skid Application

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

3.4 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. Approximately one bag per every two scopes of salt/cinder mix

3.5 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 a determination by the Road Master will be made if the third truck will be used and crew scheduled to come out. If third truck is used then the schedule below will be the priority to following knowing the third truck will aid in clearing and salting the roads assigned ahead of normal two truck operations. The normal truck one and two will not need to redo these roads unless the third truck notifies them of the need. 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 Priority I, and II but salting should be suspended in order to save material. As long as snow continues to fall, plowing should be concentrated to Priority I and Priority II roads only, unless directed to go to Priority III 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 Priority I, II, 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.

Plowing routes will be established in writing and a list of all routes will be given to each truck driver to use as a reference guide within each Route.

Salting and plowing operations will be done according to the priority system with trucks completing their Priority I and Priority II list before moving to Priority III, etc.

3.6 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 with V-plow 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 grader is the best way of removing the compacted snow from them.

3.7 The following is a list of Roads. (Truck one, two and Option Truck three)

Priority I and Priority II	
Truck One	
743 north and south of all of 743	
SCHOOLHOUSE ROAD west side of 743	T-318 & SR2013
DEODATE ROAD to Twp Line	T-317 & sr-2007
ROUNDTOP ROAD to Church to Twp Line	T-327 to T-565
LAUREL ROAD	T-312
ROUNDTOP ROAD to TWP Line	T-327
Hills of Waterford Roads	T-313, T314,319
CHESTNUT ROAD including	T-568
BASLER DRIVE	T-567
BLUE RIBBON ROAD	T-350
Chestnut to	
RIDGE ROAD WEST SIDE to TWP Line	T-325
WALNUT ROAD	T-322
KIRBY DRIVE	T-328
Chestnut to 341 back to Ridge Road to	
OAK ROAD	T-336
Back to shop to reload usually	
OLD HERSHEY ROAD to	T-602
DEODATE ROAD	T-317
MILL ROAD	T-564
BEAGLE ROAD	T-311
ELM ROAD	T-315
MILL ROAD to TWP Line	T-564
HERTZLER ROAD to TWP Line	T-303
HILL and VISTA LANE then back to	
Shop if finished by way of Old Hershey Road	T-703
Truck Two	
COLEBROOK ROAD	SR-341
BORDER LANE	T-335
BELAIR ROAD	SR-2009
BRANDT ROAD	T-688
BACHMANVILLE RD.	SR-2011
SCHOOLHOUSE ROAD east side of 743	T-318 & SR2013
RIDGE EAST SIDE OF 743	
CEDAR ROAD	T-326
Cedar Woods Development	
The Pines Development	
GATES ROAD	T-572
MEADOW LANE	T-573
MAPLEDALE ROAD	T-571 & SR2008
PROSPECT ROAD	
KOSER ROAD	T-570
VALLEY ROAD	T-305

Priority I and Priority II

Truck Three

**Round Top Road to Chestnut
Chestnut Road to Ridge
Ridge Road to Cedar Road
Cedar Road to
Cedar Woods Development
The Pines Development**

IV. Hired Equipment

4.1 Equipment Rental

Equipment necessary to supplement the Township's trucks or loaders will be hired on an as-needed basis for each storm. In past history, it has been necessary to use hired trucks along with our own work force when necessary. It will continue to be a policy to hire trucks for salting and plowing as necessary to accomplish the task as in the past, and the decision to hire trucks and/or loaders to supplement our equipment will be at the discretion of the Road Master and Township Supervisors. During periods of emergency, it may become necessary to hire additional equipment, as a storm would dictate. Prices will be obtained by the Director of Administration or his designee and approval for hiring would be at the discretion of the Township Supervisors.

V. Snow Removal Township in General

5.1 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.

- 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.

5.2 Mail Boxes in Township Right-Of-Ways

Mailboxes damaged by DIRECT CONTACT with Conewago 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. Damage by thrown or pushed snow does not warrant replacement. In the event that the mailbox is of a specialty or exotic type of construction, the Township's liability per occurrence is limited to a mailbox unit as directed above or cash settlement not to exceed \$50.00. An inspection of the damaged mailbox by the Road Master of Conewago Township along with a signed release form is required prior to payment.

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

- (1) Keep the mailbox as far from the white/edge line or road asphalt as practical.
- (2) 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.
- (3) Mailbox posts must break away and cannot be mounted on anything bigger than a 4x4 wood post or 2 inch diameter standard strength steel pipe.
- (4) The expensive plastic style mailboxes will NOT be replaced.

5.3 Right-Of-Way Obstructions

Township Right-of-Way 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 and recycling bins must 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.

5.4 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 this policy, the Road Crew Leader will determine that removal of the vehicle would be in the best interest of public safety it will be done only if it is an emergency without getting prior approval from the Road Master and Board of Supervisors. In all cases all necessary legal documentation will be in place to protect the township from any liability for work done on private property.

5.5 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 Crew Staff determines that removal of the vehicle would be in the best interest of public safety. A signed release of Township Liability by the owner is required if it is for the

owner that is requesting the removal or help. If it is for the Township best interest then this release my not be required for public safety.

5.6 Complaints

Complaints regarding snow and ice control or damage done to private property during the course of snow removal operations shall be called into Conewago Township Office 534-8556 during normal working hours. All complaints will be handled by Conewago Township Road Master. If the complainant is not satisfied with satisfactory resolution by the Road Master then the citizen will need to fill out a 'Township Compliant Form' so the Township Board of Supervisors will control the process. It is the intent of the township to treat all residents uniformly and to ensure that the provisions of the policy are complied with.

NOW, THEREFORE, BE IT RESOLVED Conewago Township, Dauphin County, Pennsylvania intends to follow the Conewago Township Snow and Ice Control Resolution as well as incorporated into this Resolution the Road Crew's Snow and Ice Control Operations Manual. The purpose of the Manual is to describe the actual operational procedure and guidelines as set forth by the above policy/mission statement regarding snow and ice control operations. This Resolution will provide a uniform understanding of the priorities used to combat snow and ice related road conditions.

ADOPTED by the Board of Supervisors of the Township of Conewago this 9th day of the month of September, 2009.

BOARD OF SUPERVISORS TOWNSHIP OF CONEWAGO
DAUPHIN COUNTY, PENNSYLVANIA

ATTEST:

By: Shelley A. Meyers

Secretary

By: John Rochat

John Rochat Chairman

(SEAL)

By: Jay Brandt

Jay Brandt Vice Chairman

By: Galen Shelly

Galen Shelly Board Member