



Peters Township Winter Storm Road Maintenance Policy

Resolution #07-03-19

Date of Adoption: July 22, 2019

A. Statement of Purpose

Peters Township Council has adopted this policy for the purpose of defining procedures and performance criteria so as to ensure the roadways within Peters Township are safely maintained during winter storms.

B. Introduction

This document provides guidelines and procedures for individuals who are responsible for winter road maintenance. In addition, this document provides performance criteria upon which the Township's winter maintenance efforts can be measured.

On a twenty-four (24) hours basis, the Peters Township Public Works Department is responsible for providing winter maintenance for over 136 miles of local and state. The Public Works Department's goal is to ensure that the roadways for which it is responsible are passable and safe within the limitations imposed by the weather, as well as the availability of equipment, material, and personnel.

It is recognized that there will be occasions when the pavement and bridge surfaces will be slippery or snow covered during winter storm conditions. During these periods, residents and motorists must recognize the conditions and operate their vehicles in an appropriately safe manner.

It should be understood that, in emergency situations, the Township Manager may override this policy and direct the Public Works Department to carry out services that are deemed necessary for the safety of Township residents.

C. Goals and Performance Measure

Beyond the normal hours of operation substantial snow removal operations shall commence within 45 minutes of notification by the Police Department Officer in Charge.

The Peters Township Public Works Department will apply snow removal materials to all Township roadways and designated state owned roadways within three (3) hours from the time commencing snow removal operations. If winter weather conditions necessitate snow plowing, the time period for completion will be extended to six (6) hours from the time of initiation snow removal operations. During periods of sustained winter weather conditions, the Department will repeat snow removal services to all roadways as often as necessary until conditions along the roadways are safe and reasonably passable.

All Township-maintained sidewalks shall be cleared within 24 hours of the beginning of winter weather conditions.

D. Hours of Operation

The Peters Township Public Works Department's normal hours of operations are Monday through Friday, 7:00 AM to 3:30 PM.

During seasonably cold months, the Public Works Department will be on an alert status following any forecast by the National Weather Service that winter weather conditions will cause roadways to become hazardous. Equipment will be adequately prepared by the Department for snow removal operations as deemed necessary by the Public Works Director. The Public Works Director will ensure snow removal crews are available based upon both current and forecasted weather conditions at all times.

Should sudden winter weather conditions occur at a time when the Department is not in operation and roadways become hazardous for vehicular travel, the Peters Township Police Department shift commander will notify the Public Works Director or the Director's designee. The shift commander will log an incident and record the notification time. Upon notification the Public Works Director shall immediately call-out eligible Public Works Department employees on an as-needed basis in the manner provided for by the Collective Bargaining Agreement.

Employees shall be assigned designated snow removal routes. The number of employees, types of equipment utilized, and snow removal materials used will be determined by the Director or designated supervisor in charge for each winter weather occurrence.

E. Snow Removal Routes

The Public Works Director shall establish a Snow Removal Route List, which designates those roadways that are to be given priority. The development of snow removal routes will take into consideration:

- Roadway classification
- Traffic volume
- Topography
- School bus routing

This list shall be updated or revised by the Public Works Director by October 1st of each year for the upcoming winter weather season. This list shall be approved by the Township Manager.

F. Winter Maintenance of State Owned Highways

It is the policy of Peters Township to enter into this Winter Municipal Snow Removal Agreement with PennDOT for the purpose of providing passable and reasonably safe conditions during winter weather conditions along designated state owned roadways within the Township. A copy of the most recent list of designated state owned roadways covered under the Winter Municipal Snow Removal Agreement is provided in Appendix 1. With Council's approval, this list may be amended from time to time.

The Township Manager and Public Works Director shall periodically review the Winter Municipal Snow Removal Agreement with PennDOT to ensure that the Township's current inventory of snow removal equipment as well as Peters Township Public Works Department staffing, can fulfill the operations required by this Agreement.

The Township Manager and Public Works Director shall also consider the condition of pavement and drainage along each state-owned roadway when considering whether to add or remove roadways from this Agreement.

G. Winter Maintenance of Private Roads

Snow removal services along private roadways within the Township are the responsibility of the property owners that abut these private roadways. The lone exception for this shall be emergency situations that directly threaten the life, health, or property of a resident along a

private road. In such situations, Peters Township emergency service providers, shall direct the Public Works Department to provide snow removal services to a private road. When this occurs, the Public Works Director shall notify the Township Manager the next regular business day.

Such actions on private roads by the Township shall not constitute adverse possession, nor shall the Department's one-time response to an emergency situation create an expectation for residents along a private road for such responses in the future.

A list of private streets for which the Township provides no snow removal services is attached to this Policy as Appendix 2. This list shall be updated from time-to-time as necessary.

H. Maintenance of Residential Roads Prior to Acceptance

In every new residential development, homes are occupied prior to the Township accepting the roadways. Provided that the streets in the residential plan will eventually be part of the Township's road system, the developer will be offered an opportunity to have the Township provide snow removal services for a fee. This fee shall be calculated as 200% of the rates established in the Township's current Winter Municipal Snow Removal Agreement with PennDOT for Bebout Road.

Annually, the Peters Township Engineering Department shall be responsible for providing notification to developers to pay a fee for snow removal services in advance of the upcoming winter season. Should the developer fail to pay the fee before the deadline established by the Engineering Department, it shall be the responsibility of the developer to provide snow removal services within the development.

I. Sidewalks

Under the Peters Township Code of Ordinances it is the responsibility of abutting property owners to perform snow removal services on sidewalks within 24 hours of the advent of winter weather conditions.

The Peters Township Public Works Department shall only perform snow removal services along sidewalk in the McMurray Town Center, as per the Township's agreement with PennDOT for the installation of these sidewalks. It is understood that the first priority of the Department is snow removal services along roadways, and that sidewalks in the McMurray Town Center will be cleared only when the Public Works Director or designated supervisor feels this first priority has been met.

J. Snow Removal Materials

The Peters Township Public Works Department shall utilize brine as a pre-emptive measure during predicted winter weather conditions. Upon receiving notice of a forecast for winter weather conditions by the National Weather Service, the Public Works Department shall apply brine on selected roadway surfaces within Peters Township. Priority routes, and all other collector and connector roads, shall receive precedence for brine application. It is understood that not all winter weather conditions can be predicted, and that brine application may not be possible in all circumstances.

The Township shall purchase rock salt through the SHACOG Purchasing Alliance and/or the Commonwealth of Pennsylvania COSTARS Cooperative Purchasing Program. The amount of rock salt purchased through each purchasing program shall be determined by the Public Works Director and the Township Manager. The Township shall maintain storage facilities capable of holding at least 4,000 tons of rock salt.

The Department shall maintain stocks of calcium chloride in both flake and liquid form, to be utilized as an additive to rock salt during certain winter weather conditions. Both forms of calcium chloride shall be purchased through the SHACOG Purchasing Alliance.

During winter weather conditions that can create especially slippery pavement surfaces, the Department shall utilize anti-skid materials to create temporary friction improvement along roadways. These anti-skid materials may be mixed with rock salt in a ratio that the Department feels is sufficient to create reasonably safe and passable conditions. It should be noted that while the application of anti-skid is an accepted snow removal practice, it is not a preferred method of the Department.

K. Snow Removal Equipment

A list of all vehicles that the Peters Township Public Works Department will utilize for snow removal services is included as "Appendix 3" to this policy. This list shall be amended from time-to-time as the Department's vehicle fleet changes. All primary snow removal trucks shall be equipped with snow plows, tailgate spreaders, and two-way radios. Light-duty vehicles, such as tractors or other equipment capable of snow removal services, shall be utilized as the Public Works Director or designated supervisor sees fit during each winter weather occurrence to maximize snow removal efforts.

When assigning personnel, vehicles, and equipment to perform services along routes established by the Snow Removal Route List, the Public Works Director shall consider the capabilities of the personnel, vehicle, topography of the routes, and distance from the Public Works Complex. These same criteria shall be taken into consideration when the Department develops its annual budget and the five-year Capital Improvement Program.

L. Snow and Ice Emergency

The Peters Township Code of Ordinance states that a snow removal emergency exists in the Township whenever snow falls during any period of 24 hours or less to an accumulated depth of four (4) inches or more, or requires plowing of snow or at any other such time when in the opinion of the Township Manager, or Manager's designee, the street conditions are hazardous and dangerous to vehicular and pedestrian traffic.

A snow removal emergency is presumed to continue for a period of 24 hours following the accumulation of snow, or until such time as designated by the Township Manager. The Township shall announce a declared snow removal emergency on the Township's website, cable television system, social media, and commercial radio service at the earliest possible convenience upon the emergency being declared.

During a snow removal emergency, it shall be a violation of Township ordinance for any individual, firm, organization, or entity to park, abandon, or leave unattended any vehicle on the various streets, roads, and highways and their adjacent rights-of-way within the boundaries of the Township. The Police Department is authorized by the ordinance issue citations and/or tow vehicles.

M. Coordination

The Public Works Director shall keep the Township Manager and other Township departments informed of the Public Works Department's snow removal activities. Communication will also be maintained with the Peters Township School District, specifically the transportation coordinator.

2019-20 WINTER MUNICIPAL AGREEMENT

CONTRACT EXHIBIT A

COUNTY: WASHINGTON
 MUNICIPAL: TOWNSHIP OF PETERS

AGREEMENT NO. 3900037579
 YEAR 5
 OF 5
 2019-20
 SAP VENDOR NO. 159211

| STATE ROUTE | LOCAL DESCRIPTION | BEGIN SEGMENT | BEGIN OFFSET | END SEGMENT | END OFFSET | SNOW LANE MILES | MFC | RATE PER MFC* | COST |
|-------------|-------------------|---------------|--------------|-------------|------------|-----------------|-----|---------------|-------------|
| 1002 | E. McMurray Rd. | 50 | 0 | 130 | 2299 | 8.42 | C | \$1,432.75 | \$12,063.76 |
| 1004 | Sugar Camp Road | 10 | 0 | 30 | 2179 | 2.92 | D | \$1,251.28 | \$3,653.74 |
| 1010 | Valley Brook Road | 150 | 933 | 180 | 0 | 3.16 | C | \$1,432.75 | \$4,527.49 |
| 1010 | Bebout Road | 180 | 0 | 240 | 3597 | 7.06 | D | \$1,251.28 | \$8,834.04 |
| 1015 | Church Hill Road | 10 | 0 | 70 | 2049 | 7.16 | E | \$1,251.28 | \$8,959.16 |
| 1017 | Thomas Road | 20 | 0 | 50 | 2900 | 3.58 | D | \$1,251.28 | \$4,479.58 |
| 1019 | Hill Place Road | 10 | 0 | 50 | 2580 | 4.58 | E | \$1,251.28 | \$5,730.86 |
| 1019 | Bebout Road | 70 | 0 | 80 | 1795 | 1.84 | D | \$1,251.28 | \$2,302.36 |

*For the Standard Agreement, rates may vary per county depending on the MFC- see Attachment A Rate Schedule

*For the Actual Cost Agreement, rates may not reflect those that appear on Attachment A because PennDOT is paying actual costs.

Rates used must be pre approved by BOMO.

MILEAGE MFC B 0.00
 MILEAGE MFC C 11.58
 MILEAGE MFC D 15.40
 MILEAGE MFC E 11.74
 TOTAL MILEAGE 38.72
 TOTAL COST = \$50,550.99

TERMS OF PAYMENT: The Municipality will be compensated with a lump sum payment in the amount indicated as Total Cost, and as adjusted by the Department of Transportation at the end of each year. The Municipality will be compensated with an adjustment to offset severe winters at the following rate. The Municipality will receive an adjustment equal to the percentage of the Department's actual costs (for similar roads serviced) over and above the five-year average for a particular county less a \$1,000.00 deductible for Municipalities with agreements totaling \$5,000.01 or more and a \$500.00 deductible for all others.

Appendix 2

| PRIVATE ROAD | FROM | TO |
|---|-------------------------------|-------------------------------------|
| ACORN LN | OAKWOOD RD | DEAD END |
| ALFRED CT | CAGNI DR | DEAD END |
| BAYBERRY CT | BAYBERRY CT | BROOKDALE RD |
| BAYBERRY CT | BAYBERRY CT | DEAD END |
| BAYBERRY CT | BOXWOOD CT | DEAD END |
| BELLA VISTA LN | ABBEY BROOK LN | BROOKWOOD ROAD |
| BOXWOOD CT | BOXWOOD CT | DEAD END |
| BOXWOOD CT | FRIAR LN | BOXWOOD CT |
| BOXWOOD CT | BAYBERRY CT | DEAD END |
| BRAUN DR | WASHINGTON RD | JULRICH DR |
| BUCKEYE ST | LINWOOD AV | VALLEY BROOK RD |
| CAGNI DR | ALFRED CT | CAGNI DR |
| CAGNI DR | CAGNI DR | ALFRED CT |
| CAGNI DR | WASHINGTON RD | CAGNI DR |
| CARRIAGE HILL DR | W MCMURRAY RD | DEAD END |
| CIRCLE DR | GLENN DR | TWP LINE |
| CLARA LN | IRISH TOWN RD EX | DEAD END |
| CROSSWINDS (Private Driveway serving houses 698 to 730) | CROSSWINDS DRIVE (PUBLIC) | SB to CROSSWINDS (Private Driveway) |
| CROSSWINDS (Private Driveway serving houses 698 to 730) | CROSSWINDS (Private Driveway) | WB to terminus at Hs. 698 |
| CROSSWINDS (Private Driveway serving houses 698 to 730) | CROSSWINDS (Private Driveway) | EB to CROSSWINDS DRIVE (PUBLIC) |
| DAGMAR DR | TWP LINE | DEAD END |
| EDGAR LN | DELAWARE TRL | DEAD END |
| EDGAR LN | SUGAR CAMP RD | DELAWARE TRL |
| ELFWOOD DR | OAKWOOD RD | DEAD END |
| EVERGREEN DR | EVERGREEN DR | DEAD END |
| FAIRWAY DR | CLUBSIDE DR | DEAD END |
| FINEVIEW DR | Hs. 111 | Hs. 311 |
| GARDENER LA | JUSTA BOUT RD | DEAD END |
| HIGHVUE DR | HIGHVUE DR (Private) | EB to BEBOUT RD |
| HIGHVUE DR | DEAD END @ Hs. 185 | EB to HIGHVUE DR (Private) |
| HIGHVUE DR | 172 HIGHVUE DR (Private) | NB to HIGHVUE DR (Private) |
| HIGHWINDS PL | DEAD END | JULRICH DR |
| HOLT LN | WASHINGTON RD | DEAD END |
| JONES DR | E MCMURRAY RD | WASHINGTON RD |
| LARIAT RD | MOCCASIN DR Cul-de-sac | DEAD END |
| LARIMER DR | SIENNA TRL | DEAD END |
| LINWOOD AV | HIDDEN VALLEY RD | BUCKEYE ST |
| LYNCH LN | VENETIA RD | DEAD END |
| LYNDA LN | BEBOUT RD | TERMINUS |
| MALLARD LN | VALLEY BROOK RD | VALLEY BROOK RD |
| MARIE DR | LOUISIANA LN | DEAD END |
| MCCONNELL DR | WASHINGTON RD | DEAD END |
| MT BLAINE DR | OLD OAK RD | NEVIN DR |
| OVERLOOK DR | JULRICH DR | OVERLOOK DR |
| PARKWOOD LN | THOMPSONVILLE RD | DEAD END |
| RAILROAD TR | GALLEY RD | TWP LINE |
| RED OAK DR | DEAD END | OLD OAK RD |
| RICHARDS DR | CENTER CHURCH RD | S HEIDE LN |
| ROSCOMMON PL | DEAD END | DEAD END |
| SADDLECLUB DR | TWP LINE | WATERDAM RD |
| SANTONI PL | WASHINGTON RD | DEAD END |
| SCHENLEY DR | THOMPSONVILLE RD | DEAD END |
| ST ANDREWS LN | CIRCLE DR | DEAD END |
| TELBAN WY | DEAD END | CHUCKS DR |
| TELBAN WY | DEAD END | MCCLURE WAY |
| TEPEE RD | DEAD END | MOCCASIN DR |
| WALLACE DRIVE | DEAD END | E MCMURRAY RD |
| WATERDAM PLAZA DR | WASHINGTON RD | DEAD END |
| WATERSIDE DR | MCDOWELL LN | DEAD END |
| WOODS LN | E MCMURRAY RD | WOODS LN Cul-de-sac |
| WOODS LN | TERMINUS | OXFORD DR |

Appendix 3

| PETERS TOWNSHIP PUBLIC WORKS | |
|-------------------------------------|--|
| SNOW REMOVAL TRUCKS | |
| Jul-19 | |
| <u>Year</u> | <u>Description</u> |
| 2019 | Kenworth Dump Truck |
| 2019 | Ford F550 Pickup Truck |
| 2018 | Kenworth Dump Truck w/ Snow Plow, Brine Tank Into Bed, #43 |
| 2017 | Dodge Ram Ram 3500 w/ Snow Plow, #36 |
| 2017 | International Dump Truck - 7400, #31 |
| 2016 | Ford F-550 XL 4WD DRW Cab & Chassis w/ Spreader, #21 |
| 2016 | Ford F-550 XL 4WD DRW Cab & Chassis w/ Spreader, |
| 2015 | Ford F-550 Dump,#23 |
| 2014 | International Dump Truck, #27 |
| 2013 | International Dump Truck,#29 |
| 2012 | Ford F-550 #34 with Brine Syst |
| 2012 | Ford F550 #24 |
| 2012 | Ford F550, #28 |
| 2008 | Ford F-550# 35 |
| 2006 | International #26 |