



SNOW AND ICE CONTROL PLAN

Revised 11-2022



OBJECTIVE:

The Borough's objective is to meet the needs of the residents and travelers by providing safe street conditions during snowstorm events. This will be accomplished by having properly maintained equipment, materials in stock, and properly trained staff. The Borough of Ephrata has an approximate area of 5.28 square miles and 72 lane miles of streets within its limits. In an average winter, the Borough will use approximately 2500 tons of salt and 500 gallons of calcium chloride. The goal is to provide the best service possible, in the most efficient manner, at the lowest cost to the taxpayers.

It is also the Borough's objective to educate the public to establish service expectations. This will be accomplished annually by the distribution of information through mail, media, or website. Also, the Borough may utilize Swiftreach, a public notification system, to notify residents of cul-de-sacs about snow removal.

The Borough of Ephrata will make every effort to assist vehicular and pedestrian traffic during inclement weather. The residents of Ephrata Borough may help with the effort by considering

these points:

1. Knowing the salting/plowing process
2. Knowing how to avoid snow being pushed into your driveway
3. Parking vehicles off of the street
4. Clearing sidewalks within 24 hours of event ending
5. Do Not throw snow into the street
6. Removing snow from hydrant areas
7. Driving only when absolutely necessary

The following Snow and Ice Control Plan is intended to act as a Standard Operating Guideline for winter storms. It will cover all major assignments of personnel, salting/plowing operations, equipment detail, and any additional pertinent information. Since no two storms are the same, there is flexibility within the guidelines of the Snow and Ice Control Plan.

SNOW AND ICE CONTROL PLAN

PRE-WINTER OPERATIONS:

Training of personnel is an essential part of a successful snow event. The Borough will conduct training in October/November of each year to assure that personnel understand how to hookup, operate, load, and maintain equipment. This will also include dry runs of each plowing and salting route.

All equipment needed for winter storms will be operationally checked and prepared for service by November 23rd. Materials needed for a winter emergency such as chains, salt, wiper blades and hydraulic hoses will be inventoried and stocked as required.

A list of contractors will be maintained in the event that additional resources are required for snow removal and snow hauling. It will include a contact person and phone number for each contractor. This list will be updated by Public Works every fall. Any contractors that are used must have, on file with the Borough, a Certificate of Liability Form.

POST-WINTER OPERATIONS:

All equipment will be checked to be operationally sound by April. If needed, any parts will be ordered and the proper maintenance will be provided. All equipment will be cleaned, greased, flushed, and/or repaired prior to being put away for the season.

MOBILIZATION PROCEDURE:

If a storm develops during regular working hours, the Public Works Department will determine when to put equipment on the streets through weather forecasts and police department information.

When a storm develops during off duty hours, the police shift supervisor will contact the Public Works person on Stand-By to discuss conditions and when to mobilize. If a mutual decision cannot be reached, the Public Works Manager will make the final decision. All police will be updated regarding any changes to alerting the Public Works Department.

If a major storm is anticipated, Public Work crews will be dispatched as soon as possible after precipitation begins. The Public Works Stand-By person and Manager will authorize additional personnel when necessary.

When operations are expected to extend beyond regular hours, the Public Works Manager will assign overtime and/or shift changes in accordance with the Collective Bargaining Agreement. No employees will work longer than 16 continuous hours without the approval by the Borough Manager.

SNOW EVENT STAGES:

The following are stages of a typical snow event. It also lists steps of each stage. As mentioned earlier, no two storms are the same. This means that some stages or steps may be skipped or accomplished out of sequence.

Stage A – Maintenance

1. Snowing - Placing of anti-skid material on roadways
2. Snowing - Plowing begins at 2" of accumulation and continues until snow stops
3. Snowing - Plowing of travel lanes on arterial roadways
4. Snowing - Plowing of travel lanes on collector roadways
5. Snowing - Plowing of travel lanes on local roadways

Stage B - Snow Clearing

6. Snow stops - Plowing continues on arterial, collector and local roadways
7. Snow stopped - Crews pushing back to curb line on arterial, collector and local roadways
8. Snow stopped – Crews widening intersections
9. Plowing of Alleys and Cul-De-Sacs
10. Plowing of parking lots
11. Clearing of sidewalks and Linear Park Trail

Stage C – Snow Removal

12. Hauling of snow from cul-de-sac
13. Removal of snow from Central Business District and Parking Lots
14. Clearing of crosswalks in Central Business District and school walking routes

Stage D - Wrap - up

15. Opening of storm drains for melting run off
16. Placing of anti-skid on trouble areas from freeze thaw cycle
17. Check all streets and alley for areas where residents pushed snow in the streets

AFTER HOUR CALLS:

After hour calls are received by the voice mail system and/or Police Department.

EQUIPMENT:

Equipment used in winter storm operations will be checked on a daily basis or at the end of each shift by its driver or mechanic. At the end of each shift, all equipment used will be topped off with fuel and usage sheets will be completed and turned in. Any piece of equipment that is damaged or placed out-of-service will be reported to the mechanic as soon as possible. Vehicles designated as stand-by vehicles are to be loaded with salt and calcium chloride. If needed, they will be easily accessible.

Equipment will have the necessary basic tools such as a flashlight, shovel, first-aid kit, etc. In the

event of an anticipated storm, all equipment will be readied during regular shift hours.

After the completion of each snow event, all vehicles and equipment will be unloaded, thoroughly washed, and serviced. This will also include a complete inspection of all hoses, fittings, pins, plows, blades, and spreaders. Those in need of replacement will be noted and given to the mechanic for repair.

SALTING:

Salt will be applied when snow starts to lie on the streets or when rain begins to freeze on the roadways. The application of salt will be placed down the middle of the street whenever possible. This will allow melting to start on the crown of the street and move towards the curb line. Steep grades and stop sign approaches will receive special attention and extra applications. The spinner will be set at a level that optimizes effectiveness. Salt may be wetted with calcium chloride to help the salt react in colder temperatures. Each truck will have a form to record salt and calcium chloride usage during an event and will be turned in at the end of each shift. Salt application will stop when snow reaches a depth of 2.0 inches and continues to fall.

PLOWING:

Plowing begins when snow reaches a depth of 2.0 inches and continues to fall. Typically, streets will be plowed in the following order: Arterial Streets will be first, Collector Streets are next, and lastly will be Local Streets, Cul-De-Sacs, and Alleys. These streets are identified under Street Listing. However, adjustments might be made based on changes in conditions and equipment.

Trucks are typically assigned to a specific area. The truck will have a map of all the streets in that area to assist the driver. Please be patient, plow trucks will maintain a slow/safe speed and drivers will push the snow as close to the curb as possible.

TRUCK ASSIGNMENTS:

Dump Trucks	#55, #56, #57, #84	Salt/Plow mapped area
Pick-Up Trucks	#52, #54, #58	Assist plowing mapped area
Small Dump Truck	#69	Salt/Plow mapped area

Flatbed w/ V-Box	#59, #66	Salt/Plow Alleys
Loaders	#62, #68	Cul-De-Sacs & assist plowing
Backhoes	#63, #64	Clear Parking Lots
Skid Steer	#140	Sidewalks, Parking Lots, Trail
Tool-Cat	#65, #67	Sidewalks, Parking Lots, Trail

DEPARTMENTAL RESPONSIBILITIES:

The following are responsibilities of each department during a winter storm. When a major storm is anticipated, the mechanic and maintenance technician will be put on stand-by. They will assist as necessary. Also, staff from other departments may be asked to assist as necessary.

Public Works Department:

Public Works will clear the Borough streets. They will also be responsible for Borough Hall, designated parking lots, and the Linear Park Trail.

Wastewater Department:

Wastewater personnel will be responsible to clear all areas associated with WWTP's 1 & 2. This includes all pumping stations.

Water Department:

Water Operators are responsible to clear all water facilities. If available, they will assist the Electrical Department with clearing the areas around the Electric and Water Departments.

Electric Department:

Electric personnel will be responsible to clear all driveways, sidewalks, and parking areas associated with the Electric Department and the Water Plant. They will also plow the substation. Electrical emergencies will supersede any snow removal.

Fire Departments:

The Fire Departments will be responsible for clearing areas associated with their property. This includes sidewalks, driveways, and parking lots. Public Works will assist the Fire Department by clearing the apron.

Recreation Department:

The Recreation Department will be responsible for clearing the Recreation Center, June

Haller Property, playground areas, Public Library, Library Hub, Pioneer Fire Company, Fulton Maintenance Garage, and Dog Park.

SNOW REMOVAL:

When conditions warrant, snow will be removed from the Central Business District. The snow will be hauled away and dumped at offsite locations.

SIDEWALKS:

Codes will begin checking sidewalks approximately twenty-four hours after the snow stops falling. They will begin checking Highland and Fulton Elementary Schools, Middle/Intermediate School and the High School. Major pedestrian routes throughout the borough will follow, as well as checking any complaints received.

All sidewalk complaints should be sent to the Codes Department. Door hangers will be left on properties that fail to clear any kind of a path, unless it's a multi-unit and then the property owner will be contacted. A list will be kept of non-compliant properties and they will be re-checked twenty-four hours after leaving the door hanger. If the occupant fails to clear a path or contact the Codes Department to request a short extension, a citation will be issued. At that time, the Codes Department will make arrangements with an outside contractor to have the sidewalk cleared. The Borough will invoice the property owner for 110% of the cost of service.

PROBLEM AREAS:

Michael Court - Due to the property owned parking stalls and the dog bone island, Truck #69 is used for clearing the roadway only. All other snow removal is the responsibility of property owner.

Linda Terrace - Due to the narrow street parking and radius of the circle, Truck #69 is required for all plowing and salting.

North Market Street - This street is difficult to plow. Residents are encouraged to park on only one side of the street if possible.

Duke Street - This street is difficult to plow. Residents are encouraged to park on only one side of the street if possible.

Cul-De-Sacs will be plowed with the loader when possible. The following have been identified as Cul-De-Sacs that the snow can be piled in the middle area; Gregg Circle, Glen Court, Gery Court, Sand Court, Farm Lane, Clover Court. **DO NOT ALLOW CHILDREN TO PLAY ON THE SNOW PILES.**

Letters will be sent to residents of Michael Court, Linda Terrace, North Market Street, Duke Street, and of Cul-De-Sacs each year advising them of these problems and asking for their cooperation in the Borough's snow removal efforts.

Grant Street - While not a collector street, this street must be plowed early and often to assure access.

Alleys will be plowed with pick-up trucks. A number of alleys have been identified as priority alleys due to the fact that the residents do not have on street access. These alleys have been added to truck #69 primary routes.

SAFETY:

Personnel:

Do not take any chances! Do not feel pressured to take chances and increase the possibility of an accident. If a driver becomes sleepy, they should open the window, exercise, take a break or if necessary, return to the garage for relief.

Equipment:

Each driver is to check the vehicle prior to departure. This includes all safety features including lights, horns, seat belts, etc. Any deficiencies must be reported immediately to the mechanic or the Manager of Public Works. During periods of prolonged use, minimum once every six hours, the vehicle should be inspected.

Communication with the Public:

If a Borough Employee is approached by a resident during a winter event, the employee should direct the resident to call the Public Works Office.

Accidents:

All accidents, no matter how minor, must be reported immediately to the Crew Leader, Public Works Manager, and the Police Department.

Snow Piles:

Do not play or allow children to play in snow piles on the streets. Further action may be taken after a snow event to remove the piles of snow.

STREET LISTING:

Arterial Streets -

Main Street
Martin Avenue

State Street

Church Avenue
Fulton Street

Collector Streets –

Academy Drive
Lincoln Avenue
Fire Companies
Bethany Road
Mason Drive
S/N Market Street
Parkview Heights Road

Lake Street
Walnut Street
Pine Street
Akron Road
Irene Avenue
Old Mill Road
Hospital – if necessary, clear access to ER

Oak Street
Chestnut Street
Spring Garden Street
Locust Street
Maple Street
Steinmetz Road

Local Streets –

All other Streets

Cul-De-Sacs

Alleys

Truck #69 Assignments –

Borough Hall Parking Lot
Police Employee Lot
Lincoln Fire Company Apron
Pioneer Fire Company Apron
Russell Alley
Linda Terrace
Pine Street Extension
Hill Street
Mountain Street
Police Vehicle Lot
Spring Garden Street Dead End
Tuckson Avenue Dead End

Michael Court
State Alley
Sugar Alley
Grape Alley
Hunter Alley
Rose Alley
Diller Alley
Butternut Road
Galen Alley
Grant Street
N. Market Street