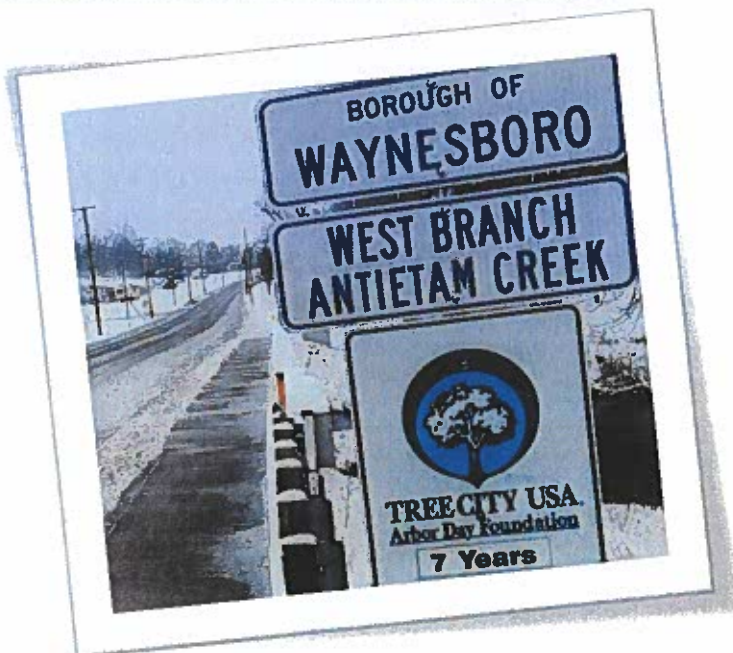




## Winter Storm Response Plan



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## **I. Purpose of Winter Storm Response Plan**

The Purpose of the Winter Storm Response Plan is to communicate the process of snow and ice removal for the Borough of Waynesboro.

The goal of the Borough of Waynesboro's Maintenance Department is to remove snow and ice from travel lanes to ensure streets are kept passable.

### **A. Considerations**

- Public safety;
- Temperature and accumulation predictions;
- Number and availability of personnel;
- Condition and availability of equipment;
- Ability to deliver emergency services;
- Environmental impacts; and
- Protection of Borough and personal property;

Snow and ice removal objectives are:

- Provide safe travel conditions for pedestrians and motorists;
- Reduce economic losses to the municipality and businesses that result from workers being unable to get to their jobs;
- Assist emergency service personnel in response to emergency situations; and
- Provide safe and passable streets for school transportation.

The Borough of Waynesboro has a commitment to provide an effective and winter weather response. The following circumstances may delay the Borough's ability to implement this plan:

- Equipment breakdown;
- Unsafe traveling conditions for personnel when called in to work;
- Rapid accumulations rendering equipment inadequate for a typical response;
- Breaks to allow personnel to rest, fuel vehicles, repair vehicles and equipment, and clear vehicles of snow/ice.

### **B. The Borough's Responsibility**

- The Borough will clear snow and ice from the travel lanes on municipal-owned streets and paved, municipal-controlled alleys, the Borough Hall parking lots and the Rotary parking lot;
- The Borough will remove snow and ice from walkways of Borough-owned or controlled, and Borough Authority-owned properties;
- The Borough will plow back snow in the parking spaces along Main Street within the Business District;

- The Borough will, as defined in this plan, haul away snow and ice from Main Street between Broad Street and Cleveland Avenue;
- The Borough is not responsible to remove snow from State Routes 16, 316, and 997; the streets known as Main Street, Clayton Avenue (between Main Street and Fifth Street), State Hill Road, South Potomac Street, North Grant Street, or North Church Street. The Pennsylvania Department of Transportation is responsible for these streets.
- The Borough is not responsible to remove snow and ice from private sidewalks or walkways, alleys, driveways or streets; and
- The Borough is not responsible to remove snow and ice from privately operated parking areas.

### **C. Responsibilities of Residents, Business Owners, and Property Owners**

Article VI, “Removal of Snow, Ice, and Mud”, of Chapter 245, “Streets and Sidewalks”, of the Code of the Borough of Waynesboro (the “Code”) establishes direction to all property owners within the Borough regarding snow removal. Property owners must remove snow and ice from sidewalks as soon as possible following a winter storm, but no later than 24 hours after the end of the winter storm.

Pursuant to Section 245-43 of the Code, it is illegal to place snow removed from walkways, sidewalks, parking spots or private parking lots onto a Borough street. Additionally, it is illegal to place items in the street to “save” a cleared parking space.

### **D. Declaration of Snow Emergency**

The Governor or Mayor may declare a State of Emergency within the Borough. Once a State of Emergency is declared, parking along designated Snow Emergency Routes is restricted. These areas include Main Street (between Clayton Avenue and Fairview Avenue) and South Potomac Street (between Main Street and Second Street). The Borough Manager will be responsible to communicate the declaration on social media, on the Borough webpage and with the media.

## **II. Implementation**

The Snow Removal Policy outlined herein will be in effect when weather conditions produce accumulations of frost, sleet, freezing rain, ice or snow on Borough streets and parking lots.

### **A. Responding to Winter Weather**

Personnel from the Maintenance Department respond to winter weather twenty-four hours a day, while the level of response depends heavily on factors such as the type of precipitation occurring, and the rate at which such precipitation is occurring..

Personnel are divided into teams which will service specified areas of the Borough, and will only assist other areas if they have completed their assignment or a special circumstance arises.

## **B. Priorities**

### **1. Primary (BLUE)**

Streets identified by Borough Council as Collector Streets

- Virginia Avenue
- East Second Street (between Myrtle Avenue and Main Street)
- Myrtle Avenue (between East Third Street and East Second Street)
- East Third Street
- West Third Street
- Price Avenue
- Fairview Avenue (between Main Street and Eighth Street)
- West Eighth Street (between Fairview Avenue and South Potomac Street)
- Cemetery Avenue
- Old Mill Road (between Cemetery Avenue and East Ninth Street)
- East Ninth Street (between Old Mill Road and State Hill Road)
- Clayton Avenue (between East Ninth Street and East Fifth Street)
- Roadside Avenue (between East Main Street and Northeast Avenue)
- Mount Airy Avenue, Highland Avenue and Dickinson Avenue
- Borough Hall Parking Lot
- Alley No. 1 North (between North Church Street and North Broad Street)

### **2. Secondary (RED)**

Streets identified by Borough Council as Minor Arterial Streets

- King Street (between North Grant Street and Cumberland Valley Avenue)
- Cumberland Valley Avenue (between West Main Street and King Street)
- West Fifth Street (between South Potomac Street and Clayton Avenue)
- Northeast Avenue (between East Main Street and the Borough Line)

### **3. Tertiary (GREEN)**

- Any streets not listed above, with the exception of private streets.

### **4. Alleys & Parking Lots**

- Paved Alleys
- Library Parking Lots

- Rotary Parking Lot

## **5. Clean-Up**

Once all areas listed above have been cleared of snow and ice, personnel will return to address any areas of concern, and address snow in areas where it impedes intersections and identified alleys.

- Intersections
- Identified Alleys
- Main Street (Square) – Hauling snow away from parking spots to the edge of the curb for storms with accumulations of 12” or above, or with approval of the Borough Manager.
- Main Street (Broad St. to Grant St.) – Hauling snow away from parking spots to the edge of the curb for storms with accumulations of 24” or above, or with the approval of the Borough Manager.

## **C. Winter Storm Categories**

### **1. Category 1 –Snow Accumulation: Dusting to 2”**

#### **a. Service Level:**

- Primary and Secondary areas will be responded to first, with lower level areas monitored for service needs.

#### **b. Material Used**

- Ice melt and anti-skid will be used, as needed, at the onset of the winter storm. Category 1 winter storms usually move out of the area quickly and do not require much follow-up.

### **2. Category 2 –Snow Accumulation: 2” - 6”**

#### **a. Service Level**

- Primary, Secondary and Tertiary areas will be addressed first, followed by alleys and parking areas.

#### **b. Material Used**

- Ice melt and anti-skid will be used on all Primary, Secondary and Tertiary areas. Crews will then utilize the mixture on alleys and identified parking lots owned by the Borough. Plows and heavy equipment will be utilized once 4” has accumulated on road and alley surfaces.

### **3. Category 3 –Snow Accumulation: 6” – 12”**

#### **a. Service Level**

- Primary, Secondary and Tertiary areas will be addressed throughout the storm. Lower priorities will be addressed as these priorities are cleared and returned to safe winter driving conditions and as the winter storm dissipates.
- Streets and alleys will be the main focus of personnel during the storm; and clearing parking lots, pushing back snow windrows, and hauling snow from Main Street are only completed once all other priorities have been addressed.
- Crews will be provided breaks following each round of plowing/cindering and vehicle/equipment checks will be completed at the beginning of each round of plowing/cindering.

#### **b. Material Used**

- Ice melt and anti-skid will be used in conjunction with plows; heavy equipment will be used to assist snow plows to clear Primary and Secondary routes.

### **4. Category 4 – Predicted Snow Accumulation: 12” and above**

#### **a. Service Level**

- Primary, Secondary and Tertiary areas will be addressed throughout the storm. Usually plows will be used once 4” has accumulated on road and alley surfaces, as this amount approaches the maximum capacity of snow our fleet is able to plow. Alleys will be plowed as conditions and circumstances allow.
- Lower priorities will be addressed as these higher priorities are cleared and returned to safe winter driving conditions and as the winter storm dissipates.
- Clearing parking lots, pushing back snow windrows, and hauling snow from Main Street are only completed once all other priorities have been returned to near pre-storm conditions. Contractors may be used to assist with hauling snow.
- Crews will be provided breaks following each round of plowing/cindering and vehicle/equipment checks will be completed at the beginning of each round of plowing/cindering.

#### **b. Material Used**

- Ice melt and anti-skid will be used in conjunction with plows.
- Contracted equipment and dump trucks, if necessary.

### **D. Delay of Winter Storm Response**

Removal of snow and ice is a difficult, time consuming task. It will take personnel between four (4) and seven (7) hours to clear all categories of priorities. Any of the following situations may delay response times to winter storms:

- Vehicles blocking or parked on Borough streets;
- Equipment malfunctions or breakdowns;
- Repair of equipment malfunctions;
- Manpower shortage;
- Breaks for personnel and equipment to ensure safe response to winter storms;
- Downed trees, branches or other debris in the roadway;
- Emergency situations such as water or sewer main breaks or leaks;
- Vehicle and pedestrian traffic on Borough streets;
- Snow placed back on the surface of the street;
- Weather conditions; and
- Unforeseen conditions or emergencies

### **III. Follow Up**

After a winter storm leaves the area, personnel continue their snow and ice removal efforts until street, alley and parking lot surfaces are returned to their pre-storm condition.

### **IV. Assistance to Motorists and Property Owners**

- Under no circumstance will personnel use a Borough-owned vehicle to push, pull or tow a stranded or stuck privately or commercially owned vehicle. In the event an emergency situation is encountered by personnel, employees will initiate emergency response and render care up to their level of training.
- Under no circumstance will personnel use a Borough-owned vehicle to perform snow and ice removal efforts on privately owned property.

### **V. Resident Identified Concerns**

- Residents are encouraged to contact the Maintenance Center at 717-762-4814 to communicate their concern(s).

### **VII. Contact Information**

#### **A. Non-Emergency Phone Numbers**

- Borough of Waynesboro
  - Maintenance Department 717-762-4814
  - Administration 717-762-2101
  - Franklin County Communications 717-261-3131
  - Waynesboro Police Department 717-762-2131
  - Waynesboro Fire Department 717-762-2616



## **VII. Appendix**

Winter Storm Response Plan Map

Article IV, Chapter 245 of the Code of the Borough of Waynesboro: Removal of Snow, Ice, and Mud

Snow Emergency Routes Map

Ordinance No. 969: Snow Emergency Routes

