



**BOROUGH OF
MIDDLETOWN**

**WINTER WEATHER
MAINTENANCE PLAN**

Adopted by Borough Council

2/6/18

(Date)

BOROUGH OF MIDDLETOWN WINTER STORM PLAN

The goal of the Borough's Winter Storm Plan is to keep all snow emergency routes open until snow fall ends and to provide service in a timely, efficient manner with respect to the safety of the public and staff.

The Winter Storm Coordinator for the Winter Storm Plan shall be the Public Works Director. However, it is recognized that this individual cannot be on duty "around the clock" during winter storm operations. Therefore, wherever the term "Winter Storm Coordinator" is used, it shall also mean "or his designated representative."

The Winter Storm Plan consists of 05 phases; Preparation, Snow clearing Operations, Snow Removal Operations, Snow Emergency and After Action. The winter storm coordinator will be responsible for ensuring that all phases are implemented in accordance with Borough goals and priorities.

PHASE 1 PREPARATION

Phase 1 is divided into seasonal Preparations and Event Preparations.

Seasonal Preparations: The following steps will be taken to prepare for the winter storm season:

- All vehicles and equipment for use in winter storms will be prepared by November 1st of each year.
- The Winter Storm Coordinator will maintain a check on the weather forecast for impending snow and/or ice storms and keep the Borough Manager's office appraised.
- The Winter Storm Coordinator shall establish and maintain an overall Borough list for utilizing vehicles, manpower and equipment based upon information collected from the Public Works Department.
- The Public Works Department shall insure that the required signs designating areas for snow removal are properly posted prior to snow plowing and hauling.

Event Preparation: The following steps will be taken to prepare for each winter storm event.

- All vehicles will be checked in advance of impending snow/ice and immediately before they go on the road. The attached vehicle check list (Exhibit I) will be filled out at the beginning and end of each shift.
- The Winter Storm Coordinator will maintain a check on the weather forecast for impending snow and/or ice storms and keep the Borough Manager's office apprised.
- If vehicle removal is required, the Public Works Department will contact the Middletown Police Department for assistance.
- The winter storm coordinator will be responsible for; insuring that all equipment is operational, all personnel are properly trained to operate necessary equipment, deciding if a second shift is necessary and monitoring crew fatigue and ensuring that fatigue standards are not exceeded. • The following is the Standard Operating Procedure for the Middletown Borough Police Department pertaining to salting, cindering, and the plowing of streets in the Borough of Middletown:

After working hours and on weekends and holidays, the Middletown Borough Police Department will at such time use its discretion as to the hazardous conditions of the Borough streets. If in the opinion of the Police Officer in responsible charge of the shift on duty determines that public safety is in jeopardy, they will at that time inform the Borough's Director of Public Works or the Winter Storm Coordinator in his absence to call out crew or crews for the needed application.

PHASE 2 SNOW CLEARING OPERATIONS

(27 miles of roadways, 4 parking lots and all
Borough-maintained sidewalks)

Salt, Cinder, and other chemicals:

- The Winter Storm Coordinator will determine when applications are necessary. Priority will be given to State-contracted roadways, hills, bridges and intersections.
- The Police Department will advise the Winter Storm Coordinator of any hazardous condition.

Plowing:

The Winter Storm Coordinator shall determine when plowing shall commence. State-contracted highways and Snow Emergency Routes shall have priority. The

remainder of Borough streets, alleys and parking lots will be plowed in accordance with the designated priority list.

Sidewalks:

In accordance with Section 252-34 of the Code of the Borough of Middletown, removal of snow and ice on Borough sidewalks will occur no later than 24 hours after precipitation has ceased. The Winter Storm Coordinator may call out additional personnel for the purpose of clearing Borough-maintained sidewalks. Responsibility for cleaning sidewalks is coordinated by the Winter Storm Coordinator and is the Public Works Department's responsibility.

PHASE 3 SNOW REMOVAL OPERATIONS

Snow removal will be prioritized in the following manner;

Priority 1- Emergency operations facilities

- Fire Department/ EMS parking lot, both sides of Pineford Drive and both sides of Adelia Street in front of the building.
- Police Department parking lots, both sides of Race Street and Emaus Street in front of building.
- Borough Hall parking lots and Catherine Street from Emaus Street to the rail road tracks.

Priority 2- Downtown businesses

- Emaus Street from Catherine Street to Astor Avenue, both sides.
- Union Street from Spring Street to Ann Street, both sides.
- Brown Street from Union Street to Poplar Street.

Priority 3- Snow emergency routes

3A

- Catherine Street from Emaus Street to Main Street, east side.
- Water Street from Nissley Street to Vine Street, north side.
- Adelia Street from Main Street to Emaus Street, east side.
- Emaus Street from Adelia Street to Wood Street, north side.

3B

- Union Street from Ann Street to Park Circle Drive, east side.
- Roosevelt Avenue from Union Street to Vine Street, north side.
- Vine Street from Aspen Street to Water Street, east side.

3C

- Ann Street from Union Street to Grant Street, north side.
- Grant Street from Ann Street to Wilson Street, east side.
- Wilson Street from Grant Street to Union Street, north side.

3D

- Wood Street from Emaus Street to Pike Street, east side.

3E

- Main Street from Apple Avenue to M&H railroad.

Priority 4- Other

- Mill Street from Union Street to the Interfaith Apartments, both sides.
- Poplar Street from Mill Street to Brown Street, west side.
- Spring Street from Main Street to Nittany Place, westside.

All spoils from snow removal may be dumped at the following locations;

- Community pool parking lot.
- Hoffer Park - rear parking lot adjacent to the basketball courts.
- Oak Hills Park - parking lot area.
- Few Avenue - dead end near well 6.
- Susquehanna Street - parking lots.
- Wilson Street - dead end by old highway garage.

PHASE 4 SNOW EMERGENCY

- When conditions dictate, the Winter Storm Coordinator in coordination with the Borough Manager will recommend to the Mayor that a Snow Emergency be declared.
- Should the Mayor declare a Snow Emergency, the Emergency Management Coordinator will be notified as soon as possible in order for the Emergency Operation Plan to be implemented.
- During a snow emergency, snow plowing and snow removal operations will be conducted on a "round-the-clock" basis as directed by the Winter Storm Coordinator. Staff from other departments will be utilized on an as-needed basis at the direction of the Winter Storm Coordinator.
- Within four (4) hours of the declaration of a Snow Emergency, the Borough will begin towing parked vehicles from designated snow emergency routes.
- Once a Snow Emergency is declared, Nixle will be activated notifying residents of the emergency and instructing them to have snow emergency routes cleared of vehicles within four (4) hours.
- Press releases will be prepared and distributed by the Borough Manager/ Borough Secretary to keep the public informed as the situation progresses.
- Police, Fire and Ambulance services will be kept abreast of ongoing situations.
- The Borough website will be updated notifying residents of the status during snow emergencies.

PHASE 5
AFTER ACTION

After a snow event passes the Winter Storm Coordinator, Borough Manager and Emergency Management Coordinator shall conduct an after action review of the previous storms response efforts. The after action review should include the following;

- Equipment status update - All equipment receives any necessary maintenance and is returned to service as soon as possible.
- Supply update - Salt and Cinder supplies restocked as necessary.
- Staff performance - Provide employees with any training required to enhance job performance.
- Plan effectiveness - Review what parts of the plan worked and what did not.
- Communication plan review

BOROUGH OF MIDDLETOWN
PUBLIC WORKS
DEPARTMENT



SNOW REMOVAL AND ICE CONTROL
STANDARD OPERATING PROCEDURES

NOVEMBER 2014

INTRODUCTION

OBJECTIVE: It is the goal and intent of the Department to provide timely, efficient, cost-effective, snow removal and ice control on the roadways of the Borough for the safety and benefit of residents and the general motoring public.

PROCEDURE: The objective stated above will be achieved by implementation and execution of the procedures and tasks outlined in the Borough of Middletown Public Works Department Snow Removal and Ice Control procedures. These procedures are of general nature only and will depend to a great degree on storm factors; i.e., wind, temperature, and moisture content.

LEVEL OF SERVICE: The 27 miles of roads in the Borough of Middletown are subject to snow, ice and snow drifting anytime during winter months. It is the intention of the Department to provide practical, safe access to homes, businesses and municipal facilities consistent with safe operation and best practices.

The Winter Storm Coordinator or his assignee shall establish and maintain the procedures by which the existence of hazardous road conditions is communicated to the Public Works Department. This can be accomplished by:

- Actual field observation by the Winter Storm Coordinator or his assignee
- Notification from Penn DOT
- Notification from the Middletown Police Department.

All winter storm personnel shall be responsible for alerting the Winter Storm Coordinator or his assignee of the hazardous roadway conditions. The Winter Storm Coordinator or his assignee shall provide periodic roadway condition information to the Borough Manager, Mayor, EMA Coordinator, and Police Department.

WINTER STORM MAINTENANCE: Upon notification of a winter storm, the Winter Storm Coordinator or his assignee will call out appropriate personnel and equipment to treat the roads in the following manner:

1. Snowfall accumulations of one (1) inch, more or less, are generally handled by salting, cindering and or a combination of salt, cinder and magnesium chloride. This is accomplished by treating intersections, hills and parking lots.
2. Snowplowing operations generally do not begin unless snowfall accumulations measure more than two (2) inches and snow is falling and/or weather forecasts call for additional accumulation. Salting and snowplowing operations may be conducted concurrently.
3. Snowplow operators are instructed to plow the roads to within one (1) foot of the curb. Where sidewalks are close to the curb, operators are instructed to avoid pushing snow onto the sidewalks, if possible, depending on the snow volume.

The purpose of this practice includes; traffic safety, future snow storage, to permit melting snow water to run into storm sewer inlets, and to permit maximum view of the roadways.

4. When the storm has ended, all road surfaces will be treated as per instruction from the Winter Storm Coordinator or his assignee.
5. The Public Works Department is responsible for coordinating cleaning of Borough-maintained sidewalks once all roadways are clear and safe. See attachment (1) for a list of locations.

EQUIPMENT: The Winter Storm Coordinator or his assignee shall utilize all the assets of the Public Works Department as needed to address snow emergencies. A list of the current equipment is as follows:

1. Five (5) 10-ton single-axle dump trucks equipped with 9' snow plows, two (2) of which are equipped with salt/cinder spreaders.
2. One (1) 3-ton single-axle dump truck equipped with 8' "Boss" snow plows, one (1) of which is equipped with a salt/cinder spreader.
3. Two (2) pick-up trucks equipped with 8' snow plows.
4. Two (2) Articulated Wheel Loader
5. One (1) Backhoe

An equipment/vehicle check is performed on the above-listed equipment prior to each snow event; the checklist is provided as an attachment (2) to this SOP.

ROUTES: Currently, the Borough is not contracted to perform winter maintenance on the following state routes:

- Route 441 (Oberlin Road intersection to Railroad tracks in Royalton Borough)
- Route 230 (Ann Street Bridge to and including Fisher Bridge)
- Vine Street (from Main Street to Red Bridge Road)

There are 6 assigned plow areas for Borough roadways:

- Area 1 (Grandview/Oak Hills)
- Area 2 (Frey Manor/Oak Hills)
- Area 3 (Pine Street east to Borough line)
- Area 4 (Pine Street west to Borough line)
- Area 5 (river area)
- Area 6 (all alleys and parking lots) See attachment (3), Borough map for details.

Unless otherwise directed by the Winter Storm Coordinator or his assignee, roadways are cleared in the following order:

- Contracted State Routes
- Snow Emergency Routes
- Assigned Plow Areas

MANPOWER: The Borough of Middletown Public Works Department currently employs 10 full-time personnel, including the Public Works Director assigned to its winter maintenance operation.

MATERIALS: Sufficient material (salt, cinders, magnesium chloride) is on hand and stockpiled to handle any foreseeable winter storm accumulation. Additional material may be purchased as needed throughout the winter, depending on depletion of material on hand.

INFORMATION AND COMPLAINTS: Comments and citizen complaints will be directed to the Winter Storm Coordinator or his assignee. Weather conditions may be obtained through Penn DOT, Middletown Police Department on duty Officer, television, radio, Internet and/or field observation.

BOROUGH PROPERTIES REQUIRING SNOW AND ICE REMOVAL

- All of Main St. Gym including entrance to Youth Center and all steps
 - Square-all four corners
 - Pine St. Memorial-N. Pine St. East side and E. High St. South side
 - Spruce St. at Oak Hills ball field from Park Circle around to first house on Oak Hill
 - Spruce St. lot from E. Roosevelt Ave. to ridge Ave. East side
 - Spruce St. lot 900 Blk. East side
 - N. Union St. from entrance to Well #4 to back of old Family Med Center East side
 - Frey Manor ball field East side
 - Spruce St. Substation and Basketball Court
 - 29 E. Main St. Historical Society
 - East main from RR Tracks to Fisher Bridge (North Side)
 - Across from 731 Hoffer St. at State North to maple Rd
 - Maple Rd. Hoffer to Few (Both sides)
 - Few Ave From Dead end south to state on east side pole on west side
 - 625 Few Ave to driveway
 - Few Ave. Between 610 & 630
 - Hoffer St. north maple to playground
 - End of fence from 924 Hoffer to Frey Ave.
 - Between 926 Adelia to 910 (pole to pole)
 - From driveway of 804 Adelia south to maple Rd to maple East to Pole
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- Susquehanna St. and S. Wood St. at Met Ed Park
 - Pike St. South side from 24 Pike St. to 82 Pike St.
 - Market St. pork chops from Wood to Catherine.
 - S. Catherine St. subway steps-both sides
 - S. Wood St. underpass both sides
 - Grant St. from Highway shop around Ann St. across bridge to Rt. 230
 - Ann St./S. Union St. at Gateway sign
 - "3F" park- 211 Ann St.
 - Borough Hall

- Overdeer Park
- Public Library
- Mill St. Substation and Hoffer park
- Race and E. Emaus St. Electric/Police building
- Colston Park
- Swimming pool
- Half way across the Aquaduct bridge to Royalton
- Sidewalk on Mill at old Water Plant
- Half way across Grubb St bridge
- Sidewalk on north side of E. Emaus Street in front of small storage garage next to Cone a Cabana
- Access drive and parking lot at old Water Plant
- 100 Block of Susquehanna St South side
- Susquehanna St. pole#215 to watch children sign (south side)
- S Catherine St. Between 653 & 627 Between 2 pipes
- 657 s union Street to pike. West pike to wood fence

SNOW PLOW SAFETY CHECKLIST

1. All lights and signals
2. Tires
3. Brakes
4. Windshield Wipers
5. Fluid Levels
6. 2-Way Radio
7. Spreader/Spinner
8. Plow Bolts
9. Cutting Edges
10. Back-up Alarm
11. Horn
12. Mirrors
13. Heater/Defroster
14. First Aid Kit
15. Tire Chains

Be familiar with the route. If possible, each driver should travel the planned snow route in good weather to become familiar with physical hazards or conditions which could cause an accident or property damage during actual snow and ice removal. Some conditions to look for include the following:

1. Mail boxes, fences and parked cars
2. Limited visibility in intersections
3. Adequate clearance (viaducts, narrow streets, low hanging limbs and wires)
4. Be aware of areas on your route where there may be children playing in deep snow
5. Watch for pedestrians walking in or near the street
6. Never drive when drowsy, sick, or after consumption of alcohol (Zero tolerance is the only policy)
7. Remember defensive driving techniques, including proper following distance
8. Don't back up unless it is absolutely necessary; backing is the greatest cause of Vehicle accidents

