



DUBLIN BOROUGH SNOW AND ICE CONTROL PLAN

**GENERAL INFORMATION AND
GUIDELINES FOR THE PUBLIC WORKS
DEPARTMENT AND THE GENERAL
PUBLIC**

**DUBLIN BOROUGH
BUCKS COUNTY, PENNSYLVANIA**

Date of Adoption: November 13, 2017

DUBLIN BOROUGH

SNOW AND ICE CONTROL POLICY 2017

It is the goal and intent of Dublin Borough to provide timely, efficient and cost-effective winter maintenance on Borough-owned roadways and facilities.

GENERAL

The intent of this Snow and Ice Control Guideline is to provide an understanding of the way winter storms are handled in relation to snow and ice accumulations on the roadways and facilities.

It is the primary directive during a snow and/or ice event to ensure the public safety of those travelling on roadways throughout Dublin Borough

The Borough strives to keep all roadways safe for the residents and the general traveling public who use the Borough Roadway System. Under certain conditions this can be difficult, and in some instances not possible until poor conditions subside.

The Borough will strive to maintain roadway traction for vehicles **properly equipped for winter driving conditions**. This does not mean that clear blacktop or dry roadways should be expected after every snowfall and this does not mean that roadways will be fully free of snow or ice. It means that adequate roadway traction can be achieved **under safe driving practices**.

The goal of the Borough is to return the roadways to normal winter conditions as soon as possible within the limitations of this policy and Borough resources. Most times our goal can be achieved by the proper use of storm forecasts, contracted services, equipment, and materials. Due to unusual circumstances, however, flexibility is needed for adapting to unusual or unforeseen circumstances, such as several storms in a row and on-hand salt supplies, equipment break downs, rerouting of equipment.

The Borough consists of four different roadway systems. There are roadways owned and maintained by the Borough hired snow contractor; there are roadways owned and maintained by the Pennsylvania Department of Transportation (PADOT); there are roadways that are maintained by private homeowners' associations or those that have yet to be dedicated to the Borough; and there are roadways maintained by Hilltown Township. A list of roadways is contained in another section of this manual.

During a winter storm event, calls for service originate through the Fire Department, Emergency Medical Services or from the Dublin Borough Police Department and are given top priority twenty-four hours a day, seven days a week, 365 days a year. Orders to the Snow Contractor are routed through the Police Department or through the office of the Borough Manager. The Snow Contractor will not respond to unverified "emergency" requests from the general public.

During an extended or severe winter storm, the Governor, the Mayor, or the Chief of Police may declare a State of Emergency.

The purpose of this policy is to inform residents and the traveling public of how the Snow Removal Operation works in the Borough and is also used as a training guideline and manual for our employees and snow removal contractors.

ROADWAY SYSTEMS

Borough Roads

The Borough Roadway System consists of 7.3 miles and is maintained by Borough hired Snow Removal Contractors. These roads are:

STREET	FROM	TO
Applewood Lane	Saddlebrook Drive	Saddlebrook Drive
Cherry Lane	Maple Avenue	Dead End
Cobblestone Drive	Deep Run Road	Village Green Lane
Fox Hollow Road	Olde Pilgrim Road	Village Green Lane
High Street	S. Main Street (Rt. 313)	Dead End
Marlyn Lane	Moyer Drive	Cul de Sac
Meadow Circle	Meadow Lane	Cul de Sac
Meadow Lane	Rickerts Road	Cul de Sac
Middle Road	Maple Avenue	Borough Boundary
Mill Street	N. Main Street (Rt. 313)	Cherry Lane
Olde Pilgrim Road	Cul de Sac	Cul de Sac
Parkside Drive	S. Main Street (Rt. 313)	Cul de Sac
Quail Drive	Village Green Lane	Olde Pilgrim Road
Rickerts Road	S. Main Street (Rt. 313)	Elephant Road (Bedminster Line)
Saddlebrook Drive	Rickert Road	Maple Avenue
Stallion Court	Saddlebrook Road	Cul de Sac
Trotters Way	Stallion Court	Saddlebrook Road

State Highways

The State Roadways in Dublin Borough consist of 2.29 miles and are maintained by PADOT. These roads are:

STREET	FROM	TO
Deep Run Road	Elephant Road	Bedminster Boarder
Elephant Road	Main Street (Rt. 313)	Bedminster Boarder
N. & S. Main Street (Rt313)	Rickert Road	Bedminster/Hilltown Boarders
Maple Avenue	Main Street (Rt. 313)	Hilltown Boarder

Private Roads

There are Private Roadways in Dublin Borough that are maintained by private homeowners’ associations or apartment complex management company.

STREET	FROM	TO
Bucks Run Apartments	Maple Avenue	Middle Road
Countryside Condo’s	Elephant Road	Dead End
Dublin Village Apartments	Middle Road	Dead End
Manor Drive	N. Main Street (Rt. 313)	Cul de Sac

CALL OUT PROCEDURE

The Borough Manager or the Police Department will make the decision on when the snow and ice removal operation is started.

Plowing can take anywhere from six to ten hours depending on the severity of the storm. During a large storm, main roads will be plowed several times. When the storm subsides, all roads will then be plowed curb to curb. Roads will be re-salted as needed. Borough hired Snow Contractors will continue salting and/or plowing until all roads are safe for travel. The following day, intersections and cul-de-sac clean-up will continue as needed.

If the storm is a slow-moving storm, operations may be reduced during the night. Between midnight and 4:30 a.m., half of the crew will rest. Someone will always be available for emergencies and will help in whatever way they can. If at all possible, roads and driveways will be plowed open for emergency response personnel to get help to wherever it is needed and, if possible, in advance of emergency response personnel.

EQUIPMENT

The Borough hired Snow Contractor may use the following equipment during snow and ice removal operations:

- Six-wheel dump truck 26,000 GVW or greater with 10' to 11' two-way plow and tailgate salt spreader
- Four-wheel drive, six-wheel dump truck 17,500 – 26,000 GVW with 10' to 11" two-way plow and tailgate spreader
- Four-wheel drive, six-wheel dump truck 9,000 – 11,000 GVW with 8' to 9' two-way plow and tailgate spreader
- Four-wheel drive pickup 7,500 – 9,000 GVW with 8' to 9' two-way plow and tailgate salt spreader
- Rubber tire loader, 3 cubic yard bucket
- Skid loader
- Snow blower
- Anti-Skid (as approved by the Borough)

ROUTES AND PRIORITIES

The hired snow contractor is required to provide the anti-skid mixture that will be used in their bid documents for approval by the Borough.

During the plowing process, any main roads will be plowed first, followed by all development roads. **The plowing process will begin when two (2) inches or more of snow has accumulated on the roadways.**

During snow removal operations, accumulated snow may be pushed or carried by the plow and inevitably be deposited to the truck's right side shoulder or ditch along its route. Driveways along the route may inadvertently get blocked in by the

deposited snow. The Borough of Dublin assumes no responsibility for the removal of snow deposited in driveways as a result of normal snow removal operations.

MAILBOXES, BASKETBALL HOOPS AND LAWN DAMAGE

Every effort is made by the plow operator to get as close to the mailbox as possible to provide access by the U.S. Postal Service delivery vehicles. However, it is the responsibility of the resident/homeowner to provide final cleaning and access adjacent to their mailbox.

If lawn damage from plowing occurs in un-curbed areas of the Borough, the Public Works Department or the Borough hired Snow Contractor will repair the damage only within the Borough's rights-of-way. Lawn repairs will be conducted in the appropriate season.

The Borough and the Borough Hired Snow Contractor is not responsible for trash or recycling containers which the homeowner has directly placed in the roadway. This practice is against the law and creates a hazard for motorists using the roadway at any time of year. It is the homeowner's responsibility to shovel an area out of the roadway for placement of these containers. It is impossible for the plow operator to get out and move objects in the roadway and the operator will not be permitted to do so.

Portable or permanent basketball poles and hoops are not permitted to be placed within the Borough rights-of-way, which means between the curb and sidewalk or along the street. It is never safe to allow children to play in streets, as passenger vehicles, delivery vehicles or snow removal equipment may strike them.

DEPOSITING SNOW OR ICE IN ROADWAYS

Private property owners shall not plow, shovel, push, blow or otherwise remove or leave snow and/or ice from private property, driveways, lanes, sidewalks, curbing or driveway aprons and deposit that snow and/or ice onto or into the public roadways. To the extent possible.

PARKING

Per Borough Code Chapter 15, Section 15-502, It shall be unlawful to park or allow to be parked any motor vehicle on any street within the Borough following the declaration of a Snow and Ice Emergency until the snow has been cleared and all

salting and cindering operations have ceased. After the first hour of a winter storm, it shall be the duty of the owner/or operator of any motor vehicle which has been parked on any street within the Borough to remove said vehicle from the street. Per Borough Code Chapter 15, Section 15-02, after any snow emergency is declared, it shall be unlawful, at any time during the continuance of the emergency for any person to: park a motor vehicle or to allow the vehicle to remain parked anywhere on the street in the Borough. Any person violating any provisions of these sections shall, upon conviction thereof before any Magisterial District Judge, be guilty of a summary offense.

SERVICE REQUESTS, INQUIRIES AND COMPLAINTS

All service requests, inquiries or complaints about snow and ice control service/operations should be directed to the Office of the Borough Manager, 119 Maple Avenue, Dublin, PA 18917, by phone #215-249-3310 or by email at abenner@dublinborough.org. Please leave a message if someone is not available to answer the phone. All calls will be returned if a call-back number is left.

During any given severe snow or ice event, the Borough is extremely busy and committed to clearing our roads of snow and ice to the best of their ability and as quickly as possible for the traveling public. Be aware that our crews are out during the storm and are aware of road conditions and they are doing everything necessary to improve road conditions.

EXCEPTIONS

Each snow or ice event has individual characteristics such as time of day, accumulation, temperature; wind velocity and directionality associated with it and therefore must be dealt with accordingly. The Borough hired Snow Contractor reserves the right to alter operational strategies, deviate from these standards or terminate ongoing snow and ice control operations at any time if it is determined that several factors including, but not limited to, the need to rest snowplow crews, equipment failure, extreme snowfall accumulation and conditions which make snow and ice control operations unsafe, unnecessary or ineffective.

HOW THE PUBLIC CAN HELP

There are several things that motorists and the general public can do to help the Borough and the Borough hired Snow Contractors best perform their snow and ice control duties.

- Be patient and be assured that during a snow or ice event, the Borough and Borough hire Snow Contractors will make every reasonable effort to keep our roads open and safe.
- Be considerate of the snowplow operators, as they are doing their job to improve a situation that they did not create. Snow plow operators do not deliberately plow your driveway closed; the snow has to exit the plow somewhere.
- As a resident, please wait until the snow has subsided and your street has been plowed before you shovel your sidewalks or driveway.
- Shoveling to the left side of your driveway 10-15 feet along the curb may eliminate some of the accumulated snow from entering your driveway when plowed.
- If when driving you approach a snow plow, keep back at least 200 feet to allow for salting, and sudden stops.
- Do not attempt to stop a snow plow or obstruct its path. When loaded, these trucks can exceed 30 tons in weight. The driver has a lot of responsibility to deal with: increased weight of the vehicle, poor visibility, poor road conditions, etc.
- Do not park your vehicle on the street. Not only is this a violation of Borough ordinances, but the Borough hired Snow Contractor will have to plow around the vehicle. Once the vehicle is moved, it leaves a large portion of the road unplowed; leaving an unsafe condition that can cause accidents.
- During times of severe snow storms, please tune to your local weather source, radio, television or the internet for traveling conditions or road closures.

WINTER DRIVING TIPS

- Do not drive unless you have to.

- If you have to drive, drive defensively, wear your seat belt, and turn your headlights on so others can see you. Be alert, and use extreme caution. Driving on ice- and snow-packed roads requires your full attention and demands your best driving skills.
- Allow plenty of extra time to get to your destination, allow extra stopping time and distance.
- Do not attempt to pass a snow plow unless the operator motions you to pass. This will indicate that the operator knows you are there and will allow you to avoid getting your vehicle pelted with salt and abrasives.
- If you come upon an accident, check for injuries and report it to 911. Turn on your 4-way flashers to warn approaching motorists.
- Have your vehicle winter ready: pack a blanket, flashlight, jumper cables, small shovel, and extra warm clothing in case you become stuck or your vehicle becomes inoperable.
- Do not abandon your vehicle without notifying the local Police Department. Leave your 4-way flashers on so approaching vehicles can see your vehicle.

STATES OF EMERGENCY

Governor called State of Emergency:

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- Dublin Borough

If the Governor issues a State of Emergency, this means that **only Emergency vehicles are allowed on the roadways**. All other vehicles must remain parked until the emergency is over. This usually only occurs during very heavy snow fall amounts or during high winds when the roadways are not safe for the motoring public to be driving.

Borough called Emergency:

If the Mayor or Chief of Police calls a State of Emergency, this means that all vehicles are to be removed off of the streets and snow routes so that snow and ice removal can commence.

Blizzard conditions:

During a blizzard event, do not drive unless you must. If you do, watch for roads that have been drifted closed. Do not attempt to drive thru the drifts. Be careful when driving during white-outs, as visibility is often at zero.