

SNOW REMOVAL POLICY

MANOR BOROUGH PUBLIC WORKS DEPARTMENT

The Manor Borough Department of Public Works (DPW), better known as the Road Department has developed a SNOW REMOVAL POLICY in order to allow the residents of Manor Borough a better understanding of snow removal operations and procedures. An informed public will ultimately reduce complaints and problems for Borough staff and the residents of Manor Borough. The goal of the DPW is to efficiently and safely remove snow and ice from the roadways. The Borough reserves the right to deviate from this policy at any time due to weather conditions, manpower shortage, material shortage, equipment failure, CDL restrictions, or any other unforeseen problem.

The DPW consists of three fulltime employees.

It is important to note that Manor Borough DPW does not do snow removal on State maintained roads. There are agreements that can be made with the Penn DOT allowing Manor Borough to do winter maintenance on State roads, however at the present time no such agreements exist mainly due to size of the Borough's work force and the cost involved in doing winter maintenance on State roads. Roads that are State maintained are as follows: Brush Creek Road, Main Street, Sandy Hill Road, and Manor Harrison City Road. Any problems or complaints concerning these roads should be directed to Penn DOT.

DPW Employees are "called out" by the Borough Manager. The Borough Manager is notified of poor winter weather conditions by the Manor Police Department. Once a call is made it generally takes 20-45 mins before the winter maintenance operation begins. Each driver has to do a "walk around" check of the vehicle before loading the material. Depending on the timing of the storm, application of anti-skid and salt usually takes 3 hours, plowing takes nearly 5 hours. Salt is stored under roof with a capacity of nearly 375 tons. Anti-skid is stored under roof also with a capacity of 60 tons.

The first operation during a snow event of any magnitude is to get salt and anti-skid down on the roads to keep the snow from adhering to the road surface. Most times this is all that has to be done. Salt can melt off two inches of snow depending on the conditions. Temperatures above 20 degrees Fahrenheit and traffic help salt work. At temperatures below 20 degrees Fahrenheit salt loses effectiveness without the help of calcium chloride or magnesium chloride. At the present time the DPW is not equipped to use either one of these salt additives. A snow event where multiple inches is forecast applying salt and anti-skid is still the first part of the operation. After this material has been laid, plows are attached and snow plowing begins. Plowing usually takes place when there are snow accumulations of 2 or more inches. Material can still be put down during the plowing process and most of the time it is. With certain persistent storms requiring the routes to be plowed several times, anti-skid and salt is not put down again until the end of the storm is near. This is done primarily to save material and not to waste it.

The role the resident plays in snow removal is also important. Snowstorms are stressful. When

a storm occurs during the week at rush hour, traffic becomes one of those uncontrollable problems, slowing down our operation significantly. Please limit trips during snow events. Please do not park your vehicle in a cul-de-sac as this hampers the snow plow's ability to negotiate the turning area. The Police will be notified of any illegally parked vehicles. The owner of an illegally parked vehicle can be fined and the vehicle can be towed. Shoveling snow out on to the road is another violation. This not only hinders the DPW's efforts but can pose a hazard to vehicles or pedestrians. Manor Borough has to protect itself from these potential liability issues. There is no other place to plow snow than off to the side of the road onto the road right of way. The majority of the roads in the Borough have a total right of way of 50 feet regardless of the width of the paved surface.

We do not try to hit mailboxes, but on occasion we have. Most mailboxes are damaged from the snow as it comes off the plow. Make sure your mailbox post is strong and able to withstand snow hitting it. Check the box; make sure it is firmly attached to the post. Mailboxes are considered a structure on the right of way. A sound post and securely attached box will not be knocked over by snow coming off the plow. All drivers are instructed to drive as slowly as realistically possible during wet snows in order to minimize the problems with mailboxes. If a driver physically hits a mailbox with the truck, they are instructed to report it immediately to the Borough Manager. If the mailbox has been installed in accordance with United States Postal Service guidelines, which state that the front of the box should be 6-8 inches from the back of the curb or paved portion of the roadway, the Borough will replace the damaged mailbox if it cannot be repaired. Mailboxes that extend into the travel portion of the roadway will not be replaced or repaired by the Borough. **Mailboxes knocked down because of plowed snow are not the responsibility of the Borough.**

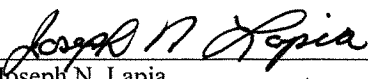
Many problems occur during snow removal. Manor Borough DPW is committed to providing the best service possible in a timely efficient manner. A lot of problems are uncontrollable: Traffic, duration of the storm, amount of snow, equipment failures and manpower shortage all hinders the process. Please be patient and help us help you.

CERTIFICATION

I, Joseph N. Lapia, duly qualified Secretary-Treasurer of the Borough Council of the Borough of Manor, Westmoreland County, Pennsylvania, do hereby certify that the foregoing Snow Removal Policy is a true and correct copy of the original Snow Removal Policy duly passed and adopted by a majority vote of the Borough Council of the Borough of Manor at a duly advertised and convened regular meeting held on the 15th day of February, 2017, and that the minutes of said meeting showing how each member voted have been duly recorded in the official minutes of said Borough Council and remains in effect as of this date.

IN WITNESS WHEREOF, I affix my hand and attach the seal of the Borough of Manor, this 15th day of February, 2017.

Certified to by:



Joseph N. Lapia
Secretary-Treasurer