



## **BOROUGH OF NEW HOPE**

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### **DEPARTMENT OF PUBLIC WORKS SNOW AND ICE CONTROL PLAN**

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

It is New Hope Borough's goal to provide a transportation system that is passable and reasonably safe as much of the time as possible within the limitations imposed by the natural environment and the availability of equipment, material and personnel resources. As a result of those limitations, it is recognized that there will be occasions when pavement and bridge surfaces will be slippery and/or snow and ice covered. During these periods drivers must recognize the conditions and operate their vehicles in an appropriately safe manner.

The New Hope Department of Public Works will work to provide timely, efficient and cost-effective winter maintenance on Borough-owned roadways and facilities.

#### **GENERAL**

This Snow and Ice Control Plan provides general information on the handling of winter storms and resulting snow and ice accumulations on roadways and facilities.

Given the resources at its disposal, the New Hope Public Works Department will attempt to keep all roadways safe for residents and the general traveling public who use Borough-owned roads during winter storms. Under certain conditions this goal can be difficult to attain, and, in some instances, it may not be possible to attain until poor weather conditions subside. At all times, the safety of Public Works employees and equipment will be the first priority of the Department.

The Department 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 using safe driving practices.

The goal of the Department is to return roadways to normal winter conditions as soon as possible, within the limitations of this policy and Borough resources. Most times this goal can be achieved by the proper use of storm forecasts, personnel, equipment, and materials. Due to changing circumstances, however, flexibility is needed for adapting to unusual or unforeseen circumstances, such as several winter storms occurring in a row and/or the availability of salt supplies, equipment break downs, employee illness, and rerouting of equipment at the request of the emergency services.

The Borough consists of three different roadway systems. There are roadways owned and maintained by the Borough; there are roadways owned and maintained by the Pennsylvania Department of Transportation (PennDOT); and there are roadways that are maintained by private homeowners' associations or those that are privately owned. A list of roadways is contained in another section of this Plan.

During a winter storm event, calls for service may originate from the Emergency Management Coordinator, Eagle Fire Company, Emergency Medical Services or the New Hope Police Department. All such calls are given first priority twenty-four hours a day, seven days a week, 365 days a year. Orders to the Public Works Department are routed through the Emergency Management Coordinator, Police Department and/or the Bucks County Radio Room. The Public Works Department will not respond to unverified "emergency" requests from the general public.

Due to the high priority assigned to snow and ice removal, all Public Works personnel will be assigned to work snow and ice events. This means that the routine work of the Department will be resumed after the winter storm event has been brought under control.

The purpose of this Plan is to inform residents and the traveling public of the Borough’s snow and ice policies and to assist in training of Department of Public Works employees.

**BOROUGH ROADS - ROADWAY SYSTEMS**

The Borough Road System consists of 5.34 miles, which are maintained by Borough Public Works forces. These roads are:

Dock Street	Parry Street	Kingswoods Drive
Coryell Street	Division Street	Hardy Bush Way
Waterloo Street	New Street	St. Andrews Court
East Mechanic Street	Stockton Avenue	Glen Eagles Drive
West Mechanic Street	Chestnut Street	Turnberry Way
East Ferry Street	Buttonwood Street	Stoney Hill Rd., W. Mechanic to Sugan
West Ferry Street	Kiltie Drive	Sugan Rd., US 202 to Old York Rd. & from Stoney Hill Rd. south
East Randolph Street	Old York Road	Old Mill Road
West Randolph Street	Riverstone Circle	

**STATE HIGHWAYS - ROADWAY SYSTEMS**

The State Roadways in New Hope Borough consist of 4.2 miles, which are maintained by **PennDOT**. The contact number for **PennDOT** is **215-345-6060**. These roads are:



South Main Street	Windy Bush Road
North Main Street	Stoney Hill Rd., Sugan to Aquatong
East Bridge Street	Sugan Rd., Old York Rd. to Stoney Hill Rd.
West Bridge Street	Route 202 & the Bypass

**PRIVATE ROADS – ROADWAY SYSTEMS**

There are many privately owned roads in New Hope Borough that are maintained by homeowners’ associations or by private individuals. Roads that are owned by a developer, which have not been dedicated to the Borough, are the responsibility of the developer to maintain. These roads are:

Fishers Alley	Rittenhouse Circle	Hilltop Court
Oscar Hammerstein Way	George Kaufman Way	Arden Court
Pinewood Circle	Riverview Circle	River Hill Court
The Deer Path	Union Square Drive	Darien Court
Lakeview Drive	Ney Alley	Belaire Court
Riverwoods Drive	Smoke Rise Court	Eden Roc Court
Hidden Court	Runnemedede Court	Madison Court
Bridgewater Drive	Tahoe Court	Fairview Avenue
Summer Lea Court	Aspen Court	

**CALL OUT PROCEDURE**

All Public Works Employees shall be available by telephone when notified by the Director of Public Works to report to work at the start of, or during the course of a winter storm. During a weekday between 7:30 a.m. and 3:30 p.m., the Public Works Director will decide the appropriate time to commence snow and ice operations.

After hours, on holidays or weekends, the Police Department will contact the Public Works Director via the Bucks County Radio Room. All Public Works employees must respond within one (1) hour of the time they are called to report to work.

**NEW HOPE BOROUGH POLICE DEPARTMENT**

The Police Department is responsible for providing the Public Works Department with timely notification and description of the following snow/ice/weather conditions:

- a. Type and intensity of weather event
- b. Time event started
- c. Location(s) of observations
- d. Amount of snow/ice on road
- e. Locations that are particularly slippery
- f. Traffic flow and accident information

## **WORK PLAN**

The Director of Public Works will determine the most cost-effective and efficient manner in which to address each winter storm. The Department Director will direct the work activities of each Public Works employee and will report periodically to the Borough Manager on the progress of work. The Borough Manager, in turn, will keep the Council President informed of the Department's work activities and any operational issues that might delay or impeded the Department's progress.

During an intense storm, main roads may be plowed several times. When the storm subsides, all roads will be plowed curb to curb, or as conditions may warrant in the judgment of the Director. Roads will be salted and re-salted as needed. Public Works employees will continue salting and/or plowing until all Borough-owned roads are safe for travel.

On the day(s) following the storm, Public Works employees will continue to clean up intersections and cul-de-sac streets, as well as remove snow and ice from public areas adjacent to Borough-owned buildings, parks, and walkways. Borough-owned parking lots, as well as sidewalks and ADA ramps abutting Borough-owned properties, will also be cleared of snow to the extent practical in the days following the storm. After safety restoration and cleanup operations are complete, drainage facilities should be inspected and cleared as necessary.

Each cul-de-sac takes approximately 30 to 45 minutes to clear. If snow accumulation is excessive, cul-de-sacs will be cleaned up with backhoes after all other roads are completed.

If the storm moves slowly through the New Hope area, the Department's winter operations may be reduced during the night to allow rest periods for Public Works employees. Some Department employees will be readily available at all times to handle emergencies, such as clearing snow to facilitate emergency medical transports to local hospitals or to allow prompt response to fire calls by the Eagle Fire Company. If at all possible, roads and driveways will be plowed for emergency response personnel to provide help to wherever it is needed and, if possible, in advance of emergency response vehicles.

## **PRIORITIES**

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

## **USE OF PRIVATE CONTRACTORS**

New Hope Borough may hire private contractors to assist with snow plowing and removal, especially in the downtown commercial areas, in the event of a severe and prolonged winter storm. The decision to hire private contractors will be made by the Borough Manager, following a request by the Director of Public Works, and only with the consent of the Council President. The Manager will inform the Council President of the extent and nature, as well as the estimated cost, of the work to be completed by private contractors.

## **FIRE HYDRANTS, MAILBOXES, BASKETBALL HOOPS AND LAWN DAMAGE**

Property owners are responsible to clear snow from around fire hydrants as weather permits. Borough crews do not clear snow at fire hydrants.

Plow operators shall make every effort to get as close to mailboxes as possible to provide access to the U.S. Postal Service. However, it is the responsibility of the resident/homeowner to provide final clearing and access adjacent to the mailbox.

If lawn damage from plowing occurs in uncurbed areas of the Township, the Public Works Department will repair the damage within the Borough's right-of-way only. In most cases, this is 16.5 feet from the centerline of the road. Lawn repairs will be conducted in the appropriate season.

The Public Works Department will repair or replace only mailboxes that have been damaged due to direct contact with the snowplow. Most mailboxes are not damaged by direct contact with the plow, but from the sheer weight of the snow coming off the end of the plow, dislodging the mailbox from the post or bending or braking off the post.

If the Public Works Department determines that a mailbox was damaged by direct contact with a plow, the Department will make necessary minor repairs. If the damage is more severe, the Department may provide a temporary mailbox until such time as ground conditions allow permanent repairs or replacement with a generic mailbox type that consists of a standard-sized metal mailbox mounted on a 4 x 4 post. If a decorator type mailbox and post is damaged, the Borough will reimburse the resident up to but not to exceed \$50.00. A receipt will be required for reimbursement. In the case of custom mailboxes, it will be the homeowner's responsibility to perform the installation work.

The Public Works Department is not responsible for trash or recycling containers that the homeowner has placed directly 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 outside of the cartway for placement of these containers. It is impossible for a plow operator to get out and move objects in the roadway and the operator is not 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 present hazards to small children.

## **DEPOSITING SNOW OR ICE IN ROADWAYS**

It is a violation of Pennsylvania law (PA C. S., Chapter 55) to plow, shovel, push, blow or otherwise remove snow and/or ice from private property, driveways, lanes, sidewalks, curbs or driveway aprons and deposit that snow and/or ice onto or into public roadways.

## **PARKING**

It is unlawful to park or allow to be parked any motor vehicle on any street within the Borough following the deposit or accumulation of ice or snow of one (1) inch or greater in depth, 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 that has been parked on any street within the Borough to remove said vehicle from the street.

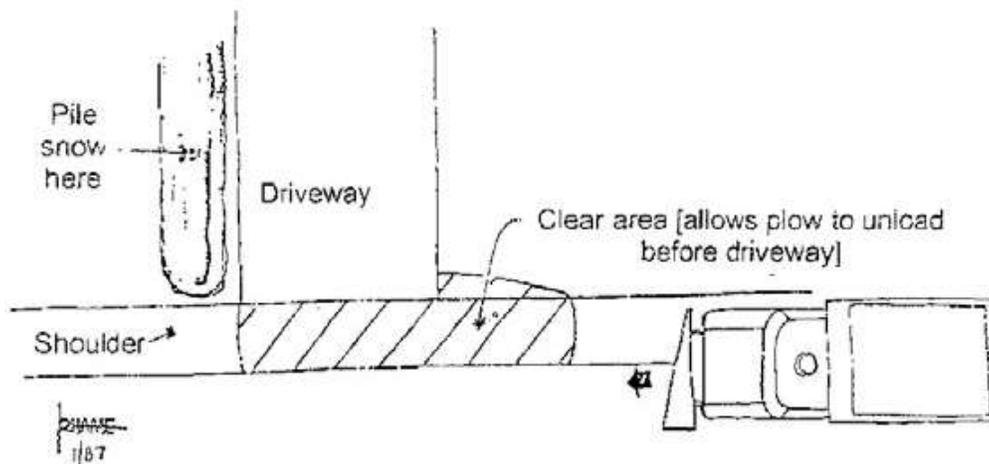
## PRIVATE DRIVEWAYS

During snow removal operations, accumulated snow may be pushed or carried by the plow and be deposited inevitably to the truck's right side to a shoulder or ditch along its route. Driveways along the route may be blocked inadvertently by the deposited snow. The Public Works Department assumes no responsibility for the removal of snow deposited in driveways as a result of normal snow removal operations.

The Public Works Department recommends that property owners pile most of the snow from the driveway throat on the traffic downstream side. This will minimize visibility problems and prevent the snowplow from re-depositing the snow into your driveway. See "Driveway Plowing Policies" diagram below.

Borough snow removal crews do not clear private driveways or driveway entrances of accumulated snow. The Borough is not responsible for damage to private driveways, etc. due to snow removal materials.

### DRIVEWAY PLOWING POLICIES



- Snow should be plowed or shoveled to the right side of the driveway as you are facing the intersecting roadway (see diagram). By being plowed away from the direction of oncoming snowplows, this action will prevent the bulk of the snow from being pushed back onto the driveway.
- Eliminate snow piles at the driveway entrance whenever possible. High accumulations of snow will obstruct the vision of motorists when exiting from the driveway and hinder the ability of oncoming motorists to see you pulling out of the driveway, creating another potential for accidents.
- Do not push snow out onto roads at any time. This creates hazardous driving conditions for all vehicles.

## SIDEWALKS

In accordance with Article I, Section 233-1 of the Code of the Borough of New Hope, the property owner of the land abutting a sidewalk or other paved pedestrian walkway is responsible for the removal of snow and/or ice from said sidewalk or pedestrian walkway within 24 hours after the end of said precipitation. The prescribed areas must be substantially free of snow and/or ice so as to allow safe and convenient pedestrian passage.

Residents are responsible for clearing driveways and sidewalks. Residents should place shoveled snow onsite in their yards and not back in the street where it can block catch basins or impede on-street parking.

## **SERVICE REQUESTS, INQUIRIES AND COMPLAINTS**

All service requests, inquiries or comments about snow and ice control services should be called to the attention of the Director, Department of Public Works at 215- 862-3031. Please leave a message if someone is not available to answer the phone. All calls will be returned if a callback number is left.

During a severe snow or ice event, the Public Works Department is extremely busy and committed to clearing Borough roads of snow and ice to the best of their ability and as quickly as possible for the traveling public. Be aware that Borough 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, and must be dealt with accordingly. The Director of Public Works 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 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, are occurring or have occurred.

## **STATES OF EMERGENCY**

### **ReadyBucks Emergency Alert System**

Get alerted about emergencies and other important community news by signing up for ReadyBucks, the official emergency alert system of Bucks County and New Hope Borough.

This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.



[ReadyBucks - Sign Up \(everbridge.net\)](http://everbridge.net)

### **State of Emergency Declared by Governor**

If the Governor declares a State of Emergency, only emergency vehicles are allowed on the roadways. All other vehicles must remain parked until the emergency is over. This usually occurs only during very severe snowfall amounts or during periods of high winds when the roadways are not safe for the motoring public to drive.

### **State of Emergency Declared by Borough Mayor**

If the Borough Mayor calls a State of Emergency or Snow Emergency, all vehicles must be moved off of the streets and snow routes so that snow and ice operations can take place without interference or impediment.

## **Public Works Emergency Operations Center**

New Hope Borough will initiate emergency operating procedures under two (2) conditions: if the Borough, County or State declares a state of emergency, or if winter storm predictions are expected to exceed 8 inches of snow in a 24-hour period. The Public Works Emergency Operations Center (EOC) will be activated and private contractors and/or other Borough staff may be called to work to assist the Public Works Department with emergency operations.

### **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 whiteouts, as visibility is often at zero.

### **WEATHER SOURCES**

The Public Works Department uses several weather sources:

The National Weather Service at [www.weather.gov](http://www.weather.gov)

Radio KYW 1060

Philadelphia market television stations.