

## **Town of McCordsville**

### ***SNOW AND ICE CONTROL POLICY STATEMENT***

The responsibility for providing snow and ice control for the Town's infrastructure including 27 lane miles of streets, 35 Cul-de-Sacs, the Town Hall, and The McCordsville Fire Department falls under the Public Works Department.

Snow and ice control is considered emergency work in that pavement must be plowed any time of the day or night. Because of the potential hazard to the motoring public, and the amount of time and money spent on this program, careful planning and preparation must be done prior to the snow and ice season. This planning process is made considerably more difficult due to the variable conditions encountered during each storm. Such things as the rate and accumulation of snowfall, moisture content, temperature, time of day or night, wind direction and velocity, and duration are all factors that interact to create a unique aspect for each storm with the result that no two storms are ever identical.

### ***GOALS AND OBJECTIVES***

The goal of the Public Works Department is to make all town-owned facilities and streets safe and accessible during the winter season as is practical. Additional caution is advised, however, when using town streets and facilities during the winter season because of the potential for hazardous conditions caused by snow, wind, and freezing temperatures.

We will be proactive when possible to pre-treat areas where slick spots might exist. The Town Hall and Fire Departments will be open and accessible for police and emergency vehicles at all times. All Primary Routes will be plowed and passable from edge of pavement to edge of pavement, when possible. On secondary streets, initially a double pathway will be plowed for emergency vehicles. Upon completion of this, cul-de-sacs and courts will be plowed. The turn lanes and roadway of C.R. 600 W, Broadway (SR 67), C.R. 1000 N, and C.R. 700 W (Carroll Rd) where residents exit from neighborhoods will be plowed by others. We will then return to secondary streets and plow from curb to curb. During and after the storm, all streets will not necessarily be completely plowed of snow and ice. Some streets may be snow packed and snow can be expected to accumulate adjacent to the traveled portion of the road to the extent that motorist's sight distance may be greatly reduced or impaired.

The Public Works Department has developed the following order for overall snow removal efforts:

1. Salting of street intersections and slick spots,
2. 800 N, 900 N, 750 N, and 650 N,
3. The old part of the town, Town Hall and the Fire Department,
4. Residential Subdivisions\*,
5. Cul-de-sacs

**\* The starting order of snow removal for residential subdivisions will be on a rotating basis determined by each snow event.**

The Public Works Department has developed a procedure to perform snow and ice operations of all varying weather conditions. Personnel will respond each time we are notified of weather conditions that include the possibility of creating a hazard for the public. Depending on the severity of the storm, as few as one (1) person and one (1) truck to as many as five (5) personnel and five pieces of equipment will be made available to combat a storm.

A key element in implementing an efficient snow and ice control program is receiving timely weather information. Accurate weather forecasting is imperative in deciding which of the various operational procedures will be followed. The Public Works Department has several tools to assist in this task. The department has access to weather information via the Town's own weather station, the internet, and local television. We are also forwarded reports from Indianapolis that gives detailed weather forecasts and pavement temperature forecasts. These tools all help to assist us in the decision-making process for the mobilization of manpower and equipment.

### ***GENERAL SNOW AND ICE PROCEDURES***

When the department is notified of an impending snowstorm, a decision is made to implement one of several different operations for plowing town streets. Each operation varies in the amount of service performed and the manpower, equipment, and time necessary to perform it. A salting operation (Operation 1) would be initiated if the potential for freezing conditions exists, to melt snow or ice accumulated to a depth less than approximately 1-1/2", or to prevent the bonding of packed snow-to the pavement. A plowing operation (Operation 2) would be initiated if a snow accumulation of approximately 2" or more exists.

OPERATION 1: Two trucks salting

OPERATION 2: Two trucks salting and plowing; three trucks plowing

It can be expected that snow will be plowed into driveways along the through streets and cul-de-sacs as a normal part of snow removal operations. Attempts will be made to keep excessive amounts from accumulating; however, each driveway will receive a certain amount of snow. The town asks that residents do not blow or shovel snow into streets that have already been

plowed. If this occurs, the town will not be responsible for re-plowing streets.

Because of the large amount of courts and cul-de-sacs town-wide and the amount of time needed to clean each court and cul-de-sac, residents that live on courts or in cul-de-sacs can expect the same amount of snow in their driveways as a driveway along a through street.

#### ***SUPPLEMENTAL OPERATIONS***

Whenever there is a snowfall accumulation of approximately one inch or more, the sidewalks immediately adjacent to the Town Hall will be shoveled and salted.

Should storm conditions become severe enough and the predicted duration is longer than 72 hours, private contractors may be contacted by the Public Works Commissioner or the Town Manager to supply additional manpower and equipment. Such action would only be taken in extreme emergencies and only at the discretion of the Public Works Commissioner or the Town Manager, but it is an important option that must be available to the Public Works Department in case of equipment breakdowns or if a succession of winter storms overwhelms the town.

#### ***SNOW EMERGENCY REPORTING***

During non-office hours, if a hazardous condition exists within the town, please call (317) 335-3493 and leave a message, to notify the Public Works Department directly of hazardous conditions that may exist within the town. The Public Works Commissioner will then be notified of the hazardous conditions. The determination of the seriousness of the hazard is at the discretion of the Public Works Commissioner. Members of the Public Works Department staff may also be assigned to answer phones during non office hours and snow emergencies.

#### ***ASSISTANCE TO PRIVATE PROPERTY***

Under no circumstances will a town employee be allowed to use a town-owned truck to push, pull, or tow a stranded private vehicle from the roadway. The employee may, if a hazard exists, use their phone or two-way radio to notify the police dispatcher of the hazardous condition. Police officers may, at their own discretion, use any means necessary to remove vehicles from the roadway when they feel that the vehicle may be creating a hazard for other motoring citizens. Likewise, under no circumstances will a town employee use a town-owned vehicle to perform any snow removal or ice control operation on private or commercial property and the employee will not be allowed to use personal equipment during working hours.

#### ***DEPARTURE FROM POLICY***

The town recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore, when conditions warrant, the Public Works Commissioner in consultation with the Town Manager or his/her designated representative may order a departure from these general rules when, in the opinion of the Public Works Commissioner, conditions require such action.

#### ***NO DUTY OR RIGHT CREATED***

The purpose of this policy is to establish goals for the Town of McCordsville employees regarding snow and ice control. This is not to be construed as to create any duty to any individual, person, or entity. This policy does not provide any special protection or services to any particular individual or group of individuals. No additional rights shall be granted to any individual or entity simply by adoption and enforcement of this policy. This policy may be affected in total or in part as a result of acts of God, strikes, equipment breakdowns, weather conditions, inadequacy of equipment, state or federal regulation, shortage of personnel, and any other unforeseen, uncontrolled, or unanticipated acts.

***POLICY PRIORITY***

This policy, dated March 11, 2008, supersedes all others and, to the extent that any previous rule, regulation, policy, or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided, and all personnel should conduct themselves in conformity with this policy.