

**Approved December 18, 2014**

**TOWN OF AVON  
SNOW AND ICE CONTROL  
POLICY STATEMENT**

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The responsibility for providing snow and ice control for the Town infrastructure including 196 lane miles of streets, 93 Cul-de-Sacs, 4 miles of trails, Police Station, Salt Storage Facility and the Town Hall rests with the Department of Public Works.

Snow and ice control is considered emergency work in that pavement must be cleared 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. 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.

The Public Works Departments objective is to make all streets, courts, and cul-de-sacs safe and accessible for vehicles properly equipped for winter driving conditions during and after a storm, in accordance with the guidelines set herein. The Department will be proactive when possible and pre-treat primary routes and areas where slick spots exist. The Town Hall and Police Station will be open and accessible for police and emergency vehicles at all times. All Primary Routes will be made clear and passable from edge of pavement to edge of pavement, when possible. On secondary streets, initially a single pathway will be cleared for emergency vehicles. Upon completion of this, the Department will return to secondary streets to clear from curb to curb and cul-de-sacs and courts will be cleared. If needed, the turn lanes on U.S. 36 where residents exit from neighborhoods onto U.S. 36 will be cleared. During and after the storm, all streets will not necessarily be completely cleared of snow and ice. Some streets may be snow packed and snow can be expected to accumulate adjacent to the traveled portion of a road to the extent that a motorist's sight distance may be greatly reduced or impaired.

Town streets have been divided into two categories which determine the priority and level of service. The primary routes are roads that facilitate traffic coming into and through the Town. The following roads have been designated as Primary Routes: Gibbs Rd, CR 450 E, CR 475 E, CR 500 E, CR 525 E, Vestal Rd, CR 625 E, Avon Ave, Dan Jones Rd, CR 900 E, Ronald Reagan Parkway, CR 1050 E, Raceway Rd, CR 200 N, CR 100 N, CR 91N, CR 100 S, Oriole Way (CR 150 S), CR 200 S and CR 300 S.

Next on the list of streets to be serviced are secondary routes, courts, and cul-de-sacs. This is a much larger group of streets, which serve residential and commercial developments.

The Public Works Department has developed a priority list to be followed **during a storm** with the overall efforts for snow removal based on the following priority list:

1. Pre-treatment of primary routes and slick spots prior to storm.
2. Town Hall/ Police Station – Open for police and emergency vehicle accessibility.
3. Primary Routes - Main Roads (East, West, North, South) within Town Limits – Passable and cleared edge of pavement to edge of pavement, when possible.
4. Secondary Routes – Single pathway cleared for emergency vehicles.
5. Secondary Routes – Cleared from curb to curb and Cul-de-sacs
6. U.S. 36 – Turn lanes for neighborhood entrances as needed.

The Public Works Department has developed a procedure to perform snow and ice operations of all varying weather conditions. Personnel will respond each time the department is notified that weather conditions 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 twenty (20) men and twenty (20) pieces of equipment will be made available to combat a storm. Since the town utilizes a private contractor for snow fighting, upon the Town's request, more equipment can be made available if extreme conditions should arise.

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 Internet and TV. The department also subscribes to an online weather service that provides real time weather forecasts and information. 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 clearing 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, 2 or 3) would be initiated if the potential for freezing conditions exists, to melt snow or ice accumulated to a depth less than approximately 2 inch or to prevent the bonding of packed snow to the pavement. A plowing operation (operation 4 or 5) would be initiated if a snow accumulation of approximately 2 inches or more exists.

OPERATION 1: One Single Axle Truck Salting

OPERATION 2: Two Single Axle Trucks Salting

OPERATION 3: Five Single Axle Trucks Salting

OPERATION 4: Five Single Axle Trucks Plowing and Salting

OPERATION 5: Five Single Axle Trucks Plowing and Salting, twelve Pickup 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 in court and cul-de-sac areas can expect the same amount of snow in their driveways as a driveway along a through street.

## SUPPLEMENTAL OPERATIONS

Whenever there is 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 24 hours, private contractors may be contacted by the Public Works Director or 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 Director and 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 pummels the Town.

## INTERLOCAL AGREEMENT

When determined to be appropriate, desirable, practical and beneficial for the parties and their citizens, the Town may enter into an interlocal agreement with other Towns or the County to save time, money and resources through the coordination of snow removal efforts.

## SNOW EMERGENCY REPORTING

A designated voicemail box will be available during non-office hours. If a hazardous condition exists within the town, please call 272-0948 to notify the Town Hall directly of hazardous conditions that may exist within the Town. Available staff will check this voicemail box and hazards will be addressed based on the seriousness of the hazard. The determination of the seriousness of the hazard is at the discretion of the Public Works Director. Members of the Town staff may also be assigned to answer phones during non-office hours and snow emergencies.

## PROPERTY DAMAGE

During the course of operations throughout any given winter, a certain amount of damage to Town and private property may be incurred by snow removal forces. In the event that yard damage is sustained due to a plow riding over a curb, the Public Works Department will repair said damage as soon as weather conditions permit. If the yard sod was rolled back in such a way that it could be re-used, representatives of the Department will restore it. If the sod is damaged beyond repair, the Public Works Department will restore the area at the earliest availability of material. Topsoil and seed will be used if the damaged area is less than nine (9) inches wide. Sod will be used if the area is greater than nine (9) inches wide. The town will identify areas where damage commonly occurs, and will provide residents in damage prone areas with reflective sticks to show plow drivers where curbs are located. We anticipate that this will greatly decrease the amount of damage caused to private property. Any damage sustained due to salt brine inadvertently splashed onto a yard during the course of the winter will not be treated or repaired by the Town.

If a Town or contractor plow or truck damages a mailbox either through direct contact or due to the force of the snow rolling off the plow, **the mailbox will be repaired or replaced with a mailbox of like quality and kind. If the property owner has a decorative mailbox the Town will reimburse the homeowner up to \$250 or replace it at a cost not to exceed \$250. Documentation of cost of mailbox may be required if requested by the Town.** A property owner who installs decorative materials, decorations, signs, or lawn irrigation systems within six (6) feet of the road does so at their own risk.

## **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 roadway. The employee may, if a hazard exists, use their phone to notify the Police dispatcher of the hazardous condition. Police officers may at their discretion, use any means necessary to remove vehicles from roadways 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 Director 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 Director, conditions require such action.

## **NO DUTY OR RIGHT CREATED**

The purpose of this policy is to establish goals for the Town of Avon employees regarding snow and ice control. This is not to be construed 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 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 breakdown, 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 December 18, 2014 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.