

Ferguson Township



Snow Operations Plan 2014/2015

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Ferguson Township Snow Operations Plan 2014/2015

Introduction

Snow fighting reduces the negative impacts of travel during the winter months. Without snow fighting, vehicle crashes multiply, congestion causes lost work time, school closings and delays affect families, emergency operations are hampered, business suffer lost profits.

Planning is one of the most essential parts of preparing for any emergency, including snow and ice removal. Following a plan will relieve much of the stress brought on by the task and provide guidance on appropriate procedures. The Township's snow removal operations have a good reputation with our residents, providing the best possible service as efficiently as can be expected. Providing safe travel for residents and those employed in the Centre Region is essential for the vibrant economic hub of the region. Please carefully read this entire plan so you may be prepared when you are called for duty.

Factors that affect the snow fighting operation include the amount of snow, rate of snow, duration of snowfall, timing of the storm, temperature, wind conditions, and type of precipitation (wet or dry snow, rain, sleet).

Purpose

The purpose of this plan is to provide direction to Ferguson Township Publics Works employees and contractors on winter operations and provide information to those residents and others interested in understanding our operations.

Level of Service

Roads and other areas of responsibility shall be reasonably cleared of snow and ice as efficiently as practical in accordance with this plan. There is no expectation that roads will be bare and black at all times. Roads designated as snow emergency routes shall take precedence over other collector and arterial roads which shall take precedence over residential roads which shall take precedence over those shared use paths and sidewalks that are cleared by the Township. The following roads are designated as snow emergency routes:

Snow Emergency Routes

- Blue Course Drive
- Circleville Road
- Pine Grove Road
- Science Park Road
- Valley Vista Drive
- Whitehall Road

Areas of Responsibility Include:

Roads and roadside drainage: Township owned roads and such other roads by agreement as designated in this plan.

Shared use paths: Township owned shared use paths as designated in this plan. Not all shared use paths are cleared in the winter. See attachment.

Sidewalks: Township owned sidewalks including a section of walkway along the south side of Bristol Avenue between College Avenue and Enterprise Drive, and crosswalks at signalized intersections.

Parking Lot: Township Building parking lot located at 3147 Research Drive.

The Township maintains 99.41 miles of equivalent 2 lane roadway by in-house public works forces, 1.82 miles of equivalent 2 lane roadway by contract forces, 8.39 miles of 8 to 10 foot wide shared use (bike) paths by in-house public works forces.

Winter Organizational Chart

Snow fighting operations are conducted under the direction of the Road Superintendent under guidance and consultation with the Public Works Director. 2 Foremen report to the Road Superintendent and are in direct charge of the operation of the snow fighting teams. Road workers operate the snow fighting equipment and report directly to the foremen. A mechanic is on duty during day time operations and as needed during night time operations and reports to the Road Superintendent. See attached Winter Operations Organizational Chart.

Statewide Emergency Declarations may be made by the Governor or the Secretary of Transportation. Any Township wide Emergency Declaration shall be made by the Township Manager on behalf of the Board of Supervisors.

Citizen complaints during snow fighting operations should be directed to the Public Works Department Administrative Assistant. Complaints that cannot be addressed by the Administrative Assistant should be directed to the Road Superintendent. Complaints not able to be addressed by the Road Superintendent follow the chain of command and should be directed to the Public Works Director.

Safety

The ultimate goal during any emergency is safety – both the public's and yours! Your well-being is essential in the delivery of service. If you do not practice safety you cannot help others. You owe it to yourself to be safe! In order to keep workers alert and safe, no person should work more than 14 continuous hours, and no person should operate a vehicle more than 11 hours during the 14 hour shift. Upon working 14 hours, you will be given at least 10 hours off for rest. In addition, if a storm is pending, your assigned team may be sent home early on a normal workday in order to rest for the impending work.

All personnel performing snow fighting operations shall first be properly trained in the use of equipment assigned to them. Documentation of training is the responsibility of the Road Superintendent.

All personnel performing snow fighting operations shall use appropriate personal protective equipment (PPE) for the task being performed.

Drivers shall either load salt or anti-skid themselves or stay in the cab when being loaded. Keep steps clean. Use 3 points of contact when climbing into and out of the cab. Block plow blades before changing blades. Disconnect spreaders before unclogging them.

Before the Storm

Prior to the first forecasted winter weather, the Road Superintendent shall be responsible to ensure that an adequate number of trucks are fitted with plows and spreaders and ready for operations, ensure that drivers are familiar with plow routes by instructing drivers to make dry runs, and ensure that delineators are installed as necessary to prevent damage to curb and mark headwalls and cross culverts, and ensure that there is an adequate supply of salt. This means that the road crew may need to interrupt leaf collection efforts to ensure they are ready for the first storm.

Call out Procedure and Quick Response

Streets and roads should be plowed upon 2" of snowfall. Snow removal and anti-skid/deicing tasks are assigned to all Public Works personnel; therefore, all Public Works Department maintenance personnel are expected to be available when needed for snow work. Employees are expected to report to work in less than 2 hours from the call out time. In other words, if you are out and it begins to snow, you are expected to become available for work. The crew may be divided into two teams. A team Foreman will be assigned on a rotating basis as the primary call out point of contact. Winter operations include work on nights, weekends, and holidays. Crew members not on the primary response team will be response ready should the storm magnitude or length warrant. When snow is forecasted, plows shall be hung on all salt trucks. Whenever all Road Workers are on duty performing snow fighting operations, a mechanic should be on duty. The task at hand is a team effort, which may require public works personnel in the engineering section to assist with plowing operations (especially in large storm events expected to produce 12" or more of snow) until the storm is over.

Plowing and de-icing is usually initiated by either the police or the 911 center notifying FTPW supervisory personnel of potentially hazardous road conditions. The 911 communication center will notify supervisory personnel in the order shown on the attached "call list". The person in charge (usually the foreman) will determine the number of personnel to be called. When the storm continues or a larger storm is anticipated, the foreman will notify the Road Superintendent, who will then notify the off-duty team members. While chains are available for each truck, the foreman will decide whether or not they are needed prior to moving out.

Snow Routes

All personnel conducting snow fighting operations shall familiarize themselves with the snow plow routes prior to snow fighting. Routes are assigned to Road Workers by the

Foremen. Snow plow route maps are provided for use by Road Workers. Questions on snow plow routes should be directed to a Supervisor. The 2014/2015 Snow Plow Route Map is attached.

Salt and Anti-skid Usage

It is important to get the most out of each salt application to maintain safe roads in an economical manner, while being protective of the environment. The primary material used to melt snow and ice is rock salt (sodium chloride). Stone anti-skid is also used when conditions warrant. Salt brine is used to pre-wet salt. The Road Superintendent is responsible for maintaining an adequate amount of salt, salt brine, and anti-skid stone in stock.

The Public Works Director budgets funds for salt and anti-skid. Ferguson Township purchases bulk salt through the Pa COSTARS Contract. Salt is then ordered as needed by the Road Superintendent.

The Public Works Director solicits bids for aggregate each year including limestone anti-skid. Anti-skid is ordered by the Road Superintendent.

Salt brine is obtained from PaDOT through an agility agreement.

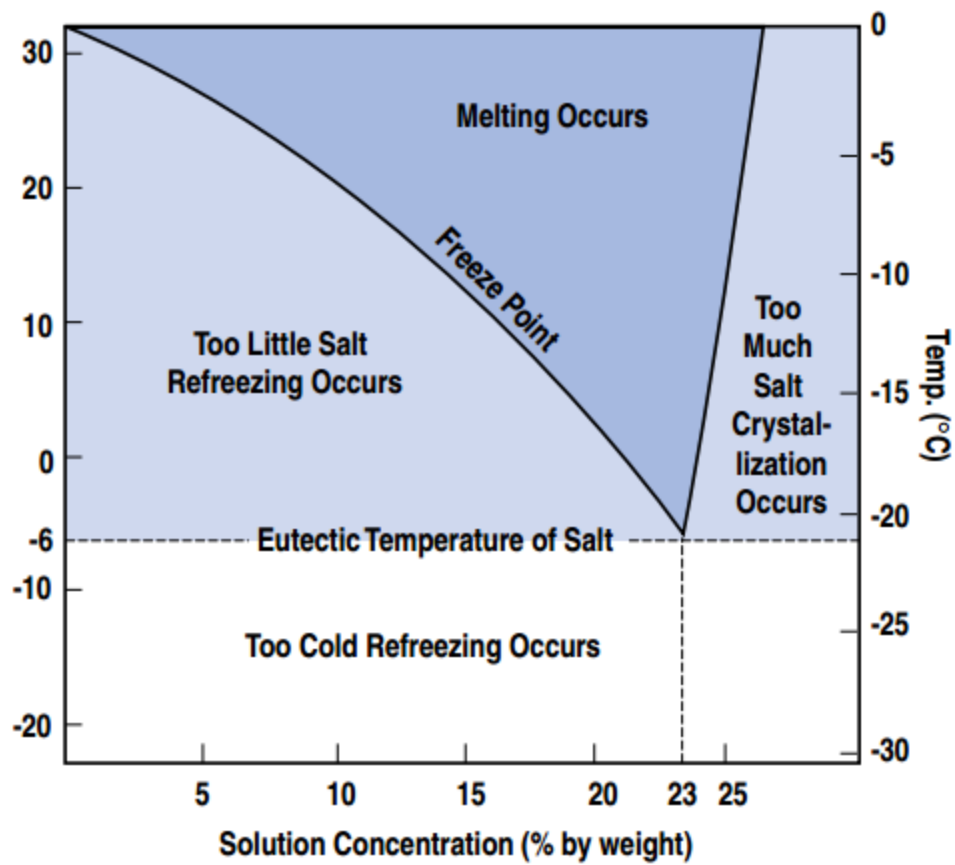
Salt is stored in the salt storage shed. The shed can hold approximately 1000 tons of salt. Salt should not be pushed any higher than painted limit line along the back and side walls. The mound should be primarily in the center of the building.

Calcium Chloride is purchased in bags and kept in FTPW Building 4.

Salt application should follow the recommendations of the Snow Fighter's Handbook, Safe and Sustainable Snowfighting, published by the Salt Institute. Snow and ice control is a complex issue with many variables such as pavement temperature, air temperature, traffic volume and speed, wind, type of precipitation, condition of road surface. Salt is usually applied at a rate of between 300 and 800 pounds per two lane mile. As temperatures drop toward the eutectic temperature of salt (-6F) the amount of salt that must be applied to achieve the same result increases. Below the eutectic temperature, salt should not be applied. Accurate weather and road surface information are critical for the efficient use of salt. Salt is applied as a solid and becomes a brine when exposed to H₂O. The salt brine changes the melting point of the snow and ice. Salt should be applied at the center of the roadway and as the solid salt changes to salt brine it flows toward the edge of the roadway. Traffic on the roadway assists with the action of melting. Additional precipitation will dilute the salt brine and lessen the effectiveness of the melting process.

The following Phase Diagram for Salt and examples for salt application are taken from the Snow Fighter's Handbook, Safe and Sustainable Snowfighting, published by the Salt Institute:

Phase Diagram for Salt



Stormfighting Practices

The following chart is designed to combat various types of storms.
Local conditions and policies will be the final determining factor.

Condition 1 Temperature Near 30 Precipitation Snow, sleet or freezing rain Road Surface Wet	If snow or sleet, apply salt at 500 lb per two-lane mile. If snow or sleet continues and accumulates, plow and salt simultaneously. If freezing rain, apply salt at 200 lb per two-lane mile. If rain continues to freeze, re-apply salt at 200 lb per two-lane mile. Consider anti-icing procedures.
Condition 2 Temperature Below 30 or falling Precipitation Snow, sleet or freezing rain Road Surface Wet or Sticky	Apply salt at 300-800 lb per two-lane mile, depending on accumulation rate. As snowfall continues and accumulates, plow and repeat salt application. If freezing rain, apply salt at 200-400 lb per two-lane mile. Consider anti-icing and deicing procedures as warranted.
Condition 3 Temperature Below 20 and falling Precipitation Dry Snow Road Surface Dry	Plow as soon as possible. Do not apply salt. Continue to plow and patrol to check for wet, packed or icy spots; treat them with heavy salt applications.
Condition 4 Temperature Below 20 Precipitation Snow, sleet or freezing rain Road Surface Wet	Apply salt at 600-800 lb per two-lane mile, as required. If snow or sleet continues and accumulates, plow and salt simultaneously. If temperature starts to rise, apply salt at 500-600 lb per two-lane mile, wait for salt to react before plowing. Continue until safe pavement is obtained.
Condition 5 Temperature Below 10 Precipitation Snow or freezing rain Road Surface Accumulation of packed snow or ice	Apply salt at rate of 800 lb per two-lane mile or salt-treated abrasives at rate of 1500 to 2000 lb per two-lane mile. When snow or ice becomes mealy or slushy, plow. Repeat application and plowing as necessary.

Note: The light, 200 lb application called for in Condition 1 and 2 must be repeated often for the duration of the condition.

The following guidelines are provided for Road Workers:

- 1) The maximum distribution rate of salt is 800 pounds per 2 lane mile of road.
- 2) Road workers shall take direction from the Superintendent or Foreman on application rates per storm event. In the absence of direction from a supervisor, operators shall use their judgement based on experience and training to determine application rates between 200 and 800 pounds per 2 lane mile.
- 3) When so directed by the Road Superintendent, do not salt flat stretches on residential streets, rather salt only residential street hills and intersections.
- 4) Do not mix and apply salt and anti-skid solely as a salt conservation measure. It takes more material to be effective, stone needs to be swept from the roads and cleaned from the inlets causing unnecessary cost. Operators shall use in vehicle calibration equipment to control salt application. Use a stone anti-skid and salt and calcium chloride mix when temperatures fall below 5 degrees F. Add 5 bags of calcium chloride per loader bucket of salt.
- 5) Do not use salt below -6 degrees F.
- 6) Pre-wet salt with liquid sodium chloride
- 7) Use ground control speed spreaders
- 8) Adjust the spinner speed so that the material is being placed on the crown of the road and minimize bounce onto the tree lawns (grass plots), or sidewalks.
- 9) If rising temperatures are predicted, a decision may be made NOT to place salt on streets and allow them to melt off naturally.

The foreman in charge of each storm event will complete a worksheet of salt usage by vehicle and storm event. Crew members will keep an accurate account of labor time and salt used.

Operations

There are eleven (11) plow trucks available for this winter.

Plow snow as close as possible to the curb line. As snow accumulates over the winter, usable roadway is lost if we do not plow back during early storms.

Operators should clear snow as close to the curb radii as possible avoiding damage to the curb and plow equipment. When snow accumulates to a height that it blocks driver sight distance at intersections, utilize a backhoe and truck to load out or move the obstruction.

Excess salt at the end of a plow and salt run shall be emptied into the storage bin. Do not empty the load by going over a portion of the route again.

Drivers/Operators should complete the following items as soon as possible following the end of the storm:

1. Trucks should be fueled and debris removed from cab. While re-fueling, operators should complete a "Post Trip Inspection" checking for loose cutting edges, leaking fluids, tires, etc. If any irregularities are found, they should be reported to the mechanic,

foreman, and written up immediately. In lieu of or in addition to the post trip inspection, pre-trip inspections may be performed.

2. Document salt/materials applied on their route.

3. The salt trucks should be completely unloaded including chipping or brushing of salt from corners, ledges and other "crannies" in and on the truck bed/truck frame/salt spreader/salt auger/salt spinner, etc. Trucks must be shut down during this cleaning process.

4. After physically cleaning the above, thoroughly wash all metal surfaces exposed to the salt. Depending on weather conditions and time, this may be delayed until the following morning.

5. Lubricate the auger, spinner and other moving parts of the spreader while the spreader is in operation. The purpose of this item is to displace any salt brine which has entered the machined working parts of the spreaders.

6. Proper cleaning of the loading equipment is also essential. Make sure salt is removed from bucket pins, hydraulic hose fittings, and hydraulic valves. Salt will penetrate the steel fittings and valve and cause premature failure.

Agreement to Plow State Highway(s)

Because of our ability to respond quickly and effectively, the Township has entered into an agreement with PENNDOT to provide winter maintenance on Whitehall Road located within the Township from West College Avenue to the Borough line.

Township/Borough Street Exchange

In cooperation with surrounding townships, we will exchange the following winter maintenance responsibilities:

With State College Borough, Willard Street to the cul-de-sac will be plowed and salted by the Borough. In exchange, the Township will plow and salt Osmond Street from Highland Alley to Metz Avenue. In addition, the Township will salt and plow Blue Course Drive from the Borough line to Bayberry Drive, Bayberry Drive to Grace Street and all of Grace Street, in exchange the Borough will salt and plow Westerly Parkway from the Borough line to Blue Course Drive.

In Patton Township, Ferguson will plow and salt Circleville Road from the Township line to Christopher Lane, all of Old Farm Lane, and Cornwall Road from Park Lane to Surrey Lane. In exchange, Patton will salt and plow Martin Street from Atherton Street to Aaron Drive, Vairo Boulevard in Ferguson Township, and Marjorie Mae Street in Ferguson Township.

Contract Plowing

For the 2014/2015 season, Ferguson Township has contracted with GOH to plow and salt and maintain the following roads:

Old Gatesburg Road	approximately 0.67 mile
Havershire Boulevard	approximately 0.55 mile
Prestwick Boulevard	approximately 0.08 mile

Northwick Boulevard approximately 0.23 mile
Rushcliffe Street approximately 0.16 mile

The Ferguson Township Public Works Supervisor on call for snow plowing operations shall be responsible to contact the GOH Supervisor to call out the GOH crew for plowing operations. Contractor is to respond within 2 hours.

The GOH contract manager for plowing operations is Gary Hartman.

Office phone: (814) 235-3616

Home phone: (814) 234-4929

Cell phone: (814) 571-2769

At the time of this writing, GOH has not assigned a superintendent to this contract. In the near future a pre-plowing meeting will be held and the name and contact information for GOH call out will be provided to the Road Superintendent and Foremen.

For additional information on contract plowing operations refer to contract 2014-P1.

Meals

During snow removal operations, meals are provided for Public Works Maintenance employees at appropriate times. Employees will be eligible for one meal provided by the Township during an 11 hour work period. The Road Superintendent or Foremen will determine the meal to be provided based on the shift being worked. Employees are authorized to use their issued procurement card (P-Card) or cash with receipt for reimbursement. Reimbursement for meals paid with cash should be submitted to the Executive Assistant with a receipt. Meal allowance rates are as follows:

Breakfast - \$ 7

Lunch - \$ 9

Dinner- \$11

Meal breaks by employees should be taken at alternate times so that continued effort can be focused on the removal of snow and ice from roadways. Locations for meals include: Waffle Shop (CASH ONLY), Subway, Wendy's, McDonald's, Highway Pizza, Brother's Pizza Northland Center, TGI Friday's, Denny's, and Eat'n Park.

Training

The Road Superintendent or his designee will train new drivers. Training shall be hands on and include an orientation by the Superintendent and new driver on road training accompanied by the Superintendent. Training shall include:

 Operation and maintenance of plows, spreaders, loader, and other equipment used in the winter

 Explanation of employee responsibilities while plowing

 Review of plow routes and dry-runs

 Explanation of how salt works

All drivers are encouraged to attend the LTAP Winter Maintenance 1 day class .

Vehicles Parked on Streets

The Township by ordinance prohibits on street parking when snowfall reaches 2 inches and vehicles are to be removed from the street or they may be ticketed by the Police Department. Parking on streets is limited for 48 hours after a 2 inch snowfall.

FTPW should notify FTPD whenever we encounter a parking issue on our streets that compromises plowing operations.

Routinely FTPD should monitor parking in Overlook Heights, Beaver Ave, and on Shellers Bend.

FTPD should respond to FTPW parking concerns in a timely manner based on workload at the time.

800 mHz Radio Communication with Police

FTPW utilizes the Center County 800 mHz radio system for communication amongst the public works department, our police, and other agencies. The following template represents the zones and talk groups found on our radios. Use Zone B, Talk Group 1 to communicate with FTPD during plowing operations.

TG	ZONE A	ZONE B	ZONE C
1	FRG PW1	FERG MUNI (talk to Ferguson Police)	ECCALL
2	FRG PW2	PAT FRG (Receive Only)	SW1
3	FRG TRF	SC WTR 1	SW2
4	PUB WKS	CR PARKS	TALK
5	PW ADM (Super only)		
6	PW TRAF 6		
7	PW TRAF 7		
8	PW TRAF 8		

SCAN LIST

1	FRG PW1
2	FRG PW2
3	FERG MUNI
5	PUB WKS
6	PW ADM
7	ECCALL

Talk Group Descriptions:

- FRG PW1 – Most commonly used channel for routine FTPW communication
- FRG PW2 – additional channel for FTPW (could be used for traffic if we take out of scan)
- FRG TRF – FTPW traffic control use this channel (not in scan group)
- PUB WKS – County-wide channel for public works agency
- PW ADM - County-wide channel for public works agency supervisors
- PW TRAF 6 - County-wide channel for public works agency

PW TRAF 7 - County-wide channel for public works agency
 PW TRAF 8 - County-wide channel for public works agency
 FERG MUNI - Allows FTPW to communicate directly with FTPD
 PAT FRG – Receive Only channel to listen to FTPD and PTPD
 SC WTR 1 – Use this channel to contact State College Borough Water Authority
 CR PARKS – Use this channel to contact Centre Region Park and Recreation Authority
 ECCALL – Use to contact the Centre County Emergency Communication Center
 SW1 – reserved for Emergency
 SW2 – reserved for Emergency
 TALK – reserved for Emergency

Radio Protocol: Caller ID followed by your ID

Example 1: A Road Crew Employee wants to call another Road Crew Employee

- Stay on or Go to Zone A, channel 1
- State “5109 from 5108”

Example 2: The Public Works Director wants to call the County Emergency Center

- Go to Zone C, channel 1
- State: “Centre County from 5101 on ECCALL”

Example 3: A Road Crew Foreman wants to call a FTPD Patrol Officer

- Go to Zone B, channel 1
- State “Any Ferguson Township Police Patrol from 5105 on FERG MUNI”

Questions about radio protocol can be addressed to either the Public Works Director or the Police Chief.

User Training Tips from the Centre County Emergency Communication Center:

- There are no longer any Conventional Channels or BAB Channels. It is now a single unified Trunked system county-wide.
- The new system does not allow one unit to speak over another like the old system allowed. If one unit is using a Talk Group and another unit tries to transmit they will get a busy.
- Difference between a “bonk” and a “busy”. Bonks are a solid tone (turn to an unused Talk Group on a radio and try to transmit - that’s a bonk.) while a busy sounds just like a telephone busy signal. Bonks mean the unit is out of range or in a dead spot while a busy just means that a base station is not currently available. The important point when you receive a busy is that the system manages that for you. Take your finger off the Push To Talk (PTT) button and wait. The system puts you into a queue for the next available channel and when it becomes available to you your radio will give you the ‘talk permit’ chirp. Then you can transmit. Don’t keep pressing the PTT as you will keep sending yourself to the end of the queue. You shouldn’t see very many busies once we have all the channels operational except at very, very busy times. And the waits are minimal – seconds at most.

- Remember to speak directly into the microphone. Don't speak across the mike or from too far away. The digital quality of the voice is very good if you follow proper procedures. This is even more important if you have the new noise canceling radios.
- The Comm Center doesn't monitor the public works channel on a daily basis. Use EC CALL if you need to contact the Comm Center. That's always monitored.

Special Attention:

- 1) Be aware of the brick pedestrian crosswalks on Old Gatesburg Road Extension. In particular, slow down so that you do not damage the brick or the plow.
- 2) While it is important to plow back as much as possible, avoid scraping or "riding" the curb. It is very important to plow snow to the curb on streets but not damage the curb or plow equipment.
- 3) When using the loader with a blade, controls should be set on "float" to avoid damage to the pavement, manholes and the blade.
- 4) Be sure to plow dead ends (where township street ends) especially where **Township Road Ends** in developments. Don't avoid them or leave them for later. Also, be sure to clean the entire intersection, i.e. do not leave "trails" through the intersection thinking the next guy will clean it up. A map of the streets to be plowed is available to each driver. Maps should be kept with the truck to ensure completion of the entire route and for relief drivers.
- 5) Towing of vehicles can only be authorized by a Police Officer. Vehicles can only be towed when in violation of the posted regulation for that street, a vehicle is blocking travel lane(s) or when a Snow Emergency is declared.
- 6) Any time a driver stops and leaves his truck, he shall contact the Foreman via radio. Also, drivers shall contact the Foreman via radio once they return to the truck.
- 7) Drivers shall contact the Foreman via radio when they have completed their assigned route, prior to moving to another area.
- 8) New diesel engine Idle Law, Act, 124 of 2008 prohibits heavy duty diesel engines from idling more than 5 minutes per hour. Never leave your truck with your engine running and unlocked while unattended.
- 9) When plowing cul-de-sacs do not pile snow in front of driveways and mailboxes.

Shared Use Paths (previously referred to as Bikepaths):

Perform winter maintenance on the following sections of paths:

<u>Name</u>	<u>Mileage</u>
Vairo/Suburban	0.14
McKee Street	0.35
Havershire Blvd.	0.48
Bristol Ave.	0.77
Science Park Road	1.30
Blue Course Drive	2.33
Tudek/Circleville	3.02

Reference the attached map of Shared Use Paths

Parking Lot (Municipal Building)

The Public Works Director is responsible to ensure the parking lot and walkways are reasonably accessible to FTPD personnel at all hours and to all other personnel and the public during **normal office hours**. To accomplish this, the following duties and protocols are assigned as follows during snow/ice event:

The daytime Buildings and Grounds Custodian is primarily responsible for clearing the parking lot and walkways to the buildings for use during normal office business hours (8am to 5pm M-Th and 8am to 4pm F). To accomplish this, the custodian will report to work typically by 5am during a winter event to start clearing the lot and walkways.

The custodian will first clear those stalls used by the FTPD 6am shift and walkways used by FTPD.

Overnight parked vehicles in the upper parking lot should be limited to the easternmost end of the lot to facilitate plowing of the upper lot.

The custodian will utilize a pickup truck or utility vehicle to then clear the remainder of the parking lot for employees and the public.

Walkways and stairs will be cleared.

The perimeter sidewalk shall be cleared by the custodian as required by township ordinance.

The custodian will inform the Superintendent or Foreman in charge to salt the parking lot as necessary.

Shovels and salt for walkways to buildings are stored at certain locations near doorways for use as needed. A snow blower is available for use as needed.

If the parking lot and walkways need to be cleared for use other than normal business hours as defined above, FTPD shall contact the FTPW Foreman in Charge. The Foreman shall be responsible to ensure the necessary stalls and walkways are cleared for FTPD. This may be accomplished by calling in a FTPW employee.

The evening Building Custodian shall check walkways used by FTPD during his normal business hours and shovel and salt walkways as appropriate prior to the end of his shift (M – F 5pm – 1:30am). While the evening custodian shares his time between the Township Building and the COG building, upon the end of his shift at 1:30am he should ensure walkways used by FTPD are cleared and may be required to work an hour of overtime to accomplish this.

Media and Questions

Questions regarding this plan from the media or others should be directed to the Public Works Director