

Town of Carrboro

Public Works Department



Winter Weather Plan

2014-15

Table of Contents

Section	Heading	Page
I.	Scope.....	3
II.	Execution	3
III.	Headquarters	3
IV.	Personnel.....	4
V.	Personnel Administrative Procedures	5
VI.	Equipment to be Utilized.....	5
VII.	General Policies	6
VIII.	Ice Policies	6
IX.	Snow Policies.....	6
X.	State Maintained Roads..... Ice/Snow Removal Policies	7
XI.	Private Property	8
	Ice/Snow Removal Policies	
XII.	Priorities.....	8
XIII.	Media Releases	9
Appendix A	Personnel/Job Responsibility.....	10-12
Appendix B	Ice/Snow Removal from Town Streets – Areas 1/2 Priority Listing – Routes I/II	13
Appendix C	Ice/Snow Removal Log	14-15
Appendix D	Street Listing Alphabetical	16-21
Appendix E	Street Listing – Streets not yet maintained by the Town.....	22
Appendix F	Safety Procedures	23
Appendix G	General Operating Procedures	24-26
Appendix H	Winter Weather Standby Schedule	27

I. Scope

The Public Works Department is primarily responsible for responding and reducing winter weather related roadway hazards associated with accumulations of ice or snow on roadway surfaces of Town maintained streets, Town maintained facilities and parking lots.

Direct supervision of hazard reduction and snow removal operations is the assigned responsibility of the Director of Public Works and/or the Street Superintendent.

The removal program is designed to effectively utilize and commit town personnel and equipment resources as determined, and when deemed necessary, to be supplemented by local contractor forces and equipment when deemed essential.

The type of response, personnel, and equipment to be used and depth of commitment will be dependent on the type and severity of the winter storm and the known or anticipated future weather conditions. Response actions to specific conditions will be recommended by the Street Superintendent and approved by the Director of Public Works and/or the Town Manager.

II. Execution

The Winter Weather Plan is executed when directed by the Director of Public Works and/or the Street Superintendent.

III. Headquarters

The Headquarters for the Winter Weather Plan is at the Public Works Facility located at 100 Public Works Drive (off of Smith Level Road).

* **Public Works Administration** – Office – 919-918-7425

* **Public Works Director** – Office – 919-918-7427/Cell – 919-805-0017

* **Street Superintendent** – Office – 919-918-7432/Cell – 919-805-0106

* **Fleet Maintenance** – 919-918-7429/Supervisor Cell – 919-805-1426

Central Communications

(Orange County Emergency Management Services (EMS) (911) or 732-5063

POLICE Department OFFICE

• Patrol Room – 919-918-7404 or 7403

• Main Office – 919-918-7398 or 7399

POLICE Department:

• Capt. Cornell Lamb – 919-883-8393

• Capt. Chris Atack – 919-883-8394

• Chief Walter Horton – 919-883-8396

Shift 1–Lt. Strowd: 919-883-8381, Sgt. Hobby: 919-883-7708 **Shift 2**–Lt. Peloquin: 919-883-8383, Sgt.

Walker: 919-883-8390 **Shift 3**–Lt. Westbrook: 919-883-8397, Sgt. Daniels: 919-883-8386 **Shift 4**–Lt.

Webster: 919-883-8395, Sgt. Tripp 919-883-8392

FIRE Department (911) or 732-5063

• **Station #1 Main Office** – 919-918-7347

• Chief Travis Crabtree – Office: 919-918-7349/Cell: 919-883-8342

• Deputy Chief Rick Cox – Office: 919-918-7348/Cell: 919-883-8344

• Carrboro Command Center – 919-918-7363

• PW EOC Desk – 919-918-4469

• Fire Marshall – Kent Squires – Office: 919-918-7352/Cell 919-883-8345

• Lieutenant Office – 919-918-7353

• **Station # 2** – Capt. Office – 919-913-2941 – Watch Room: 919-913-2940 or 919-913-2950

• Engine 1 Officer – 919-883-8365

• Engine 2 Officer – 919-883-7118

• Ladder 3 Officer – 919-883-7646

IV. Personnel

The Street Superintendent is responsible for designating personnel to specific job responsibilities for the implementation of the winter weather plan.

The Street Superintendent will submit in writing each November a Personnel/Job Responsibility Listing to the Director of Public Works.

The listing will include home telephone numbers for personnel listed. Upon approval by the Director of Public Works, the Personnel/Job Responsibility Listing shall replace Appendix A of the Winter Weather Plan.

The job responsibility categories for the implementation of the Winter Weather Plan are:

A/B * Personnel designated for the implementation, coordination, and direct supervision of the winter weather plan and the direct supervision of the crews responsible for ice and snow removal of the Town streets.

Personnel designated as team member or alternates of crews can operate on 12-hour shifts removing ice/snow from Town streets and maintained facilities.

C/D. Personnel designated for the implementation of ice/snow removal operations for sidewalks, steps and parking lots at the Town Hall(W. Main St.), Fire Department-TH, Fire Station #2 (Homestead Rd.), Century Center, Police Department(both N. Greensboro St.) and Public Works facilities(off of Smith Level Rd.).

Personnel designated to assist in the removal of ice and snow from Bus Stops and clearing of immediate sidewalk area to facilitate access to Transit Buses for sheltered Bus Stop locations that are Town maintained.

E/F. Personnel designated to supervise/assist with the installation of snow equipment, such as tire chains, snow tires and to conduct the repair and maintenance of required ice/snow removal equipment and/or vehicles.

* The names of the personnel designated to these job responsibility categories along with their home telephone numbers are indicated in Appendix A.

V. Personnel Administrative Procedures

All Division supervisors shall maintain an event daily record of personnel hours worked, what duties they performed, expenses and what resources were utilized. This includes facility generator hours ran and servicing of the units. All hours, duties, expenses and resources committed to the winter weather event shall be recorded and a copy submitted to the Street Superintendent.

Upon execution of the Winter Weather plan, the Street Superintendent or his delegated representative shall begin a log of the following, but not limited to:

- Weather Reports
- Personnel notified to work
- Personnel reporting to work
- Pieces of equipment mobilized
- Quantity of sand/salt utilized
- Damage to private or Town property
- Removal of stranded vehicles interfering with snow removal
- Notifying, record keeping and directing Contractor Resources

The date and time of each entry shall be indicated. A summary of the log's data along with an accounting of snow/ice removal expenditures shall be submitted in "report form" to the Director of Public Works.

Personnel reporting for duty shall report directly to the Street Superintendent or his delegated representative for their orientation of specific duties for the work shift. Each driver or equipment operator will be issued a clipboard with an Ice/Snow Removal Log attached. Weather conditions and a driver's checklist of maintenance items are recorded on this log. The driver's checklist is updated every two (2-4) hours. The Ice/Snow Removal Log shall be turned in to the Street Superintendent at the end of the employee's shift. See Appendix A for the Ice/Snow Removal Log form.

VI. Equipment to be utilized

The following equipment and/or vehicles are to be used, but not limited to, for the implementation of the Winter Weather Plan.

Trucks 501/502 V-box combination granular/brine application unit – **Capacity: 360 gals. brine/5 CY granular.**

Target application rate is 40 gals. per. 12' width lane mile. Setting # 9 with conveyor door a 2" opening.

Capacity to treat 9 lane miles or 4.5 miles both lanes if continuously applied rather than spot treatment.

Brine pre-applied per forecasted conditions. Brine applied to Priority Route 1 and Town Maintained Facilities

Truck # 501, 502 and 33 - Plow (11' & 10' widths) and box type spreader (5.6 cubic yds./5 tons)

All of the above trucks are plumbed to operate v-box spreader and reversible snow plows.

Conveyor Door Opening: 2"/ In Cab control settings: Conveyor - #5 & Spinner - #4 – Adjust for conditions

Truck # 41 - 8' plow w/ 1.5 cubic yds. spreader.

Truck #503 – Backup for plow if truck #41 goes down for repairs.

Backhoe (Case)

Backhoe (JCB)

Motor Grader

Backhoe (John Deere – small)

USES: loading of sand/salt

loading of snow for removal

clearing parking areas on Town property

Contractual Services and Equipment

Upon authorization by the Director of Public Works or the Street Superintendent, contractual services may be utilized. Contractual equipment shall include but is not limited to one motor grader and one rubber tired loader.

VII. General Policies

The Public Works Department and the Emergency Communications Center will monitor local weather forecasts during periods of problematic winter weather. The responsibility for obtaining weather reports shall be that of the Street Superintendent and Director of Public Works.

U.S. Weather Bureau – 919-515-8225 – recording of local forecast

www.accuweather.com – local weather website

http://www.wral.com/weather/ - local weather website

<http://www.nationalweatherservice.com/>

Anytime prevailing weather conditions or forecasts indicate roads and/or bridges may become hazardous due to ice or snow, Public Works personnel as designated in Appendix A will be mobilized when directed by the Street Superintendent or the Director of Public Works.

When hazardous conditions develop during non-working hours, the Orange Emergency Communications Center or the Police Department will contact the Director of Public Works or the Street Superintendent who will then notify the appropriate personnel to report to duty. All Street Division employees are to contact the Street Superintendent by telephone or in person if they have not been previously notified. (Normal working hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday.)

Based on the type and severity of the weather conditions, the Street Superintendent will ensure that such preparations as the following, but not limited to, are completed:

- Initiate Salt Brine pre-treatment of designated roadways dependent upon weather forecast.
- Sand/salt spreaders are mounted and prepared for operation.
- Plows and chains are attached to plow trucks.
- Attachment of chains to necessary equipment such as motor graders.
- Fueling to maximum capacity, maintenance and operational inspection of all necessary equipment including radio and cell phone communications.
- Inventory and determine readiness state of essential tools, spare parts, and supplies. Prepare re-supply orders if needed.
- Notification of additional crews to remove trees or fallen limbs and/or to assist with the opening of catch basins and/or to hand spread abrasives at slick spots.

VIII. Ice Policies

During moderate icing conditions, two (2) trucks will begin sanding or salting of major thoroughfares, hills, curves, and bridges.

IX. Snow Policies

Snow should be at least two (2") inches deep and falling or additional accumulation forecasted prior to snowplow operations beginning.

Snow will be removed generally by plowing from the center of the street toward the curb or the extreme edge of the pavement. If snow accumulations become so great as to require hauling, the snow stockpiles will be disposed of at Anderson Community Park and/or at other snow dumping areas so designated by the Director of Public Works or the Street Superintendent.

X. State Maintained Roads Ice/Snow Removal Policies

The *North Carolina Department of Transportation* is responsible for the following streets located within the municipal limits of the Town:

Estes Drive Extension	SR 1780
S. Greensboro Street	SR 1919
N. Greensboro Street	SR 1972
Hillsborough Road	SR 1009
Highway 54 Bypass	SR 1010
Homestead Road	SR 1777
Jones Ferry Road	SR 1005
Main Street (54 Business)	SR 1010
Merritt Mill Road	SR 1927
Old Fayetteville Road	SR 1107/1037
Smith Level Road	SR 1919

Because of the critical nature of certain Department of Transportation maintained streets, the Town forces will also make every effort to provide ice and snow removal control measures to these streets. The areas of mutual concern are:

Estes Drive	from North Greensboro Street to the railroad tracks
North Greensboro St.	from Main Street to Hillsborough Road
South Greensboro St.	from Hwy. 54 Bypass to Main Street (Bus Route - J)
Hillsborough Road	from Main Street to Old Fayetteville Road
Highway 54 Bypass	from Old Fayetteville Road to the Public Works Facility (Bus Route - J)
Homestead Road	from Calavander to Rogers Road – Bridge between Stratford and High School Rd.
Jones Ferry Road	from Old Fayetteville Road to Main Street (Bus Route - J)
Main Street	from Hwy. 54 Bypass to Merritt Mill Road (Bus Route - J)
Merritt Mill Rd.	from Main Street to Rosemary Street
Old Fayetteville Rd.	from Hillsborough Road to Jones Ferry Road (across to University Lake Rd.)
Smith Level Rd.	from Hwy. 54 Bypass to Rock Creek Road (Bus Route - J)

*** It should be emphasized that although Town forces make every effort to provide ice and snow removal to these Department of Transportation roads, the ultimate responsibility for these operations will remain with the North Carolina Department of Transportation.*

XI. Private Property

Ice/Snow Removal Policies

The removal of ice and snow from private property areas such as sidewalks, driveways, parking lots etc., is the responsibility of the property owner or occupants even if some of the accumulation is caused by snowplows clearing public streets. Ice and snow removed by the property owner or occupant shall not be pushed, dumped, or put in any way along the right of way of a public street to cause a public hazard. The Police Department will assist in the enforcement of this policy.

Contact either Dir. of Public Works or Street Superintendent or On-duty PW Supervisor for assistance to contact Police Dept. for vehicle removal. Provide accurate location (street address, intersection or street) and description (model, year, make, color and License Plate number). Advise on-duty Public Works personnel of the condition(s) requiring the vehicle to be removed.

XII. Priorities

Operations to reduce the hazards of severe winter weather conditions will be performed in accordance with the *following priorities*:

1. Clear or reduce hazards on major arterial streets and collector streets in order to pass:
 - a. Emergency vehicles
 - b. Public Transit Buses.....*Top Priority being Route J*
 - c. General traffic

Vehicles being equipped with snow tires, chains or other equipment designed for icy roadway conditions.

** To assure optimum usability of all streets, especially by emergency vehicles and ice/snow removal equipment, stranded vehicles or vehicles left in such a manner to prohibit usability of the street shall be removed. Contact Public Works On-duty Supervisor or Street Superintendent or Dir. of Public Works for assistance.

2. Clear approaches to the Town Hall and Century Center facilities, priority being the Fire and Police Departments, and the South Orange County Rescue facility.
 - a. Fire Station # 2 - Homestead Rd.
3. Clear residential streets unless blocked by vehicles. See Appendix C.
4. Clear sidewalks, steps, and parking lots to the Town Hall-Fire Dept.; Fire Station #2; Century Center-Police Dept.; Public Works facilities and Town maintained public transit bus shelters.
 - a. Carrboro Century Center – clear building sidewalks and steps to access Police and Recreation Dept. offices
 - b. Fire Station # 2 – Homestead Rd.

The priority listing of streets to be cleared is contained in Appendix C.
Listing of all Town Maintained Streets is contained in Appendix D.

XIII. Media Releases

Information to the newspapers and/or radio stations and/or television stations on ice/snow removal efforts or rescheduling of public works functions such as refuse collection will come from the Director of Public Works only. The Street Superintendent will provide assistance if requested.

APPENDIX B

ICE/SNOW REMOVAL FROM TOWN STREETS
 PRIORITY LISTING – ROUTE I/II – Areas 1/2

Area 1-Priority I	Area 1-Priority II	Area 2-Priority I	Area 2-Priority II
Smith Level	Willow Oak	Hillsborough Rd N Green to Old Fay.	Old Fayetteville Rd Farm House to 54
BPW Club Rd	Manor Ridge	Cates Farm Rd	Barrington Hills Rd
Tar Hill Dr	Orchard Lane	Autumn Dr	Bruton
Rock Haven Rd	Rossburn Way	Stratford Dr	Farm House Dr
S. Greensboro	Old Pittsboro Rd	Homestead Rd	Sunset Creek Cir
Merritt Mill Rd	Abbey Ln	Rogers Rd	Simpson St
Roberson St	Westbrook	Tallyho Trail	Bolin Forest/Bolin Creek
Town Hall	Berryhill	Claymore Rd	Wild Oak Ln
Bim St	Sweetbay/Wannamaker/ Purple Leaf	Lake Hogan Farm Rd	Lorraine St
Laurel Ave	Brewer Ln	Long Meadow Rd	James St
Fidelity	Hargraves	Hogan Hills Rd	Carol St
Davie Rd	Wesley	Pathway Dr	Autumn Dr – Barrington to Downing Ct
Jones Ferry Rd	Eugene St	Spring Valley Rd	Downing Ct
W Poplar Ave	Laurel Ave – South of J. Ferry	Waterside Dr	Winsome Ln
Weaver St	Barnes Area	Rockgarden Dr	Camden Ln
High St	E Poplar	Cobblestone Dr	Meadow Run Ct
N Greensboro St	Oak Ave	Parkview Dr	Hogan Woods Cir
Hillsborough Rd Main to N Greensboro	Shelton St	S. Camellia St – Jewel Dr to Jewel Dr	Commons Way
Estes Dr Ext	Ashe St	Jewel Dr – Claremont only	Tramore Dr – Stratford to Wyndham
	Lloyd St		Legends Way
	Hill/Broad St		Creekview Cir
	Starlite Dr		Winsome Ln
	Sunset Dr		
	Rosemary		
	Pleasant Dr		
	Old Fayetteville Rd 54 to Berryhill Dr		
	Pine St		
	High St		
	Bel Arbor Ln		
	Woods Walk Lane		
	Rocky Point Ct		
	Oleander Dr		

Upon evaluation of roadway conditions and weather forecasted, remaining streets and cul-de-sacs will be addressed