

## POLICY FOR SNOW REMOVAL IN HARRISVILLE CITY

The following policy is hereby adopted by the Harrisville City Council on February 11, 1992, after holding a Public Hearing for input from the residents of Harrisville.

### GENERAL POLICIES AND PROCEDURES

1. DOCUMENTATION. The Public Works Director shall keep records of times, area, procedures, situations, and all other matters encountered in snow and ice removal during each individual snow storm.

2. ORDINANCE. All policies for snow removal shall include the provisions stated in the current Harrisville City Ordinance governing parking of vehicles and snow removal.

Ordinance Number 119, the current City Ordinance, states it is prohibited for any person to park any motor vehicle, recreational vehicle, or any other vehicle of any kind on any public street in Harrisville City so as to interfere with the removal of snow from said public street.

Any person who shall violate the provisions of the ordinance or shall fail to comply therewith shall be guilty of a misdemeanor and upon conviction shall be punishable by a fine of not more than \$299 or by imprisonment of not more than six months, or by both.

3. NOTICE. Snow removal policies shall be communicated to the public through a newsletter or the newspaper to inform the residents of the level of service the City is supplying. Copies of the Ordinance and policy should be available upon request, or may be sent out in the newsletter as determined by the City Council.

### 4. COMPLAINTS.

a. All snow removal complaints shall be received or referred to the Public Works Director and department personnel. Upon receipt of complaints, they shall be verified as legitimate.

b. If in the opinion of the Public Works Director or the person responsible for snow and ice removal, the normal policy has not been followed, action will be taken to rectify the problem.

### SNOW REMOVAL PROCEDURE

1. At the advent of each individual storm, a decision shall be made by agreement of as many people as are practical, who are responsible for snow and ice removal functions (Mayor, Public Works Director, Police Department personnel, etc.) to determine the severity of the storm.

The Public Works Director shall determine the time, amount of equipment, personnel and snow and ice removal to be done during each individual storm to dispose of the snow and ice problems.

2. If normal snow and ice removal policies need to be superseded due to unusual circumstances calling for a deviation from normal policy, a decision shall be made by the agreement of as many people as are practical who are responsible for snow and ice removal functions.

3. ROAD CLEARING PRIORITIES AND PROCEDURES.

a. Major arterial roads are given first priority and will receive first plowing and de-icing.

b. Main collector roads into subdivisions, school bus stops, and crossings are given second priority.

c. Subdivision roads other than main entrances are given the next priority.

d. Cul-de-sacs, stub or dead-end roads, and any other low profile roads with the least amount of traffic will be given final priority. No unimproved roads shall be plowed without prior approval of the Mayor and City Council.

e. Rotation of snow removal in subdivisions during individual storms shall be done when possible.

4. Roads shall be plowed in the direction of traffic only, (no plowing opposing traffic) salted as needed, then plowed back to curb edge or shoulder.

5. When an individual storm necessitates, all roads will be plowed from edge to edge with mail boxes and driveways the responsibility of the owner/resident to keep clear. No ice or snow shall be placed on the road by any means other than through a natural storm.

6. There shall be no plowing of cul-de-sacs, stub roads or dead-end roads if there are cars or other obstructions in the path of the snow-plow.

7. When storm severity causes an accumulation of large piles of snow, (in cul-de-sacs, intersections, stub roads or dead-end roads) creating potential hazards or obstructions, the snow shall be removed after all other snow removal is complete.

SNOW REMOVAL CALL-OUT

1. As determined by authorities responsible for snow and ice removal functions, the Public Works Director and department personnel shall be notified to implement necessary actions to rectify snow and ice problems in the City.

2. Hours of snow removal will depend on storm conditions. The decision shall be based on the following information:

a. Weather forecasts that materialize.

b. Visual determination made and confirmed by the proper authorities.

3. No individual shall be required to drive continuously for more than eleven (11) hours fifty-nine (59) minutes in any one twenty-four hour period without four (4) hours rest from driving. (Check ICC Regulations)

EMERGENCY PROCEDURES

1. A list of current man-power and equipment available from the public and private sector, will be kept on file by the Public Works Department.

An agreement for use will be made so in the event extreme conditions require additional equipment and/or man-power (if snow removal equipment is down for repair or excessive snowfall occurs), the Public Works Director will request the mobilization of the agreed upon additional equipment and/or man-power.

If the mobilization of public equipment is unavailable, the Public Works director will request the mobilization of private and/or rental equipment for snow removal.