

TOWNSHIP OF HOWELL
SNOW AND ICE CONTROL PLAN



TOWNSHIP OF HOWELL, NEW JERSEY

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Introduction

General Purpose

It is Howell Township's goal to provide a transportation system that is passable and reasonably safe as much of the time as possible within the limitations imposed by the natural environment and the availability of equipment, material and personnel resources. As a result of those limitations, it is recognized that there will be occasions when the pavement surfaces will be slippery and/or snow and ice covered. Under normal conditions a typical snow storm will require 16 to 24 hours to clear. During these periods motorists must recognize the conditions and operate their vehicles in an appropriately safe manner.

Objective

The responsibility of providing snow and ice control for Howell Township's roadways, totaling 573 lane miles, is assigned to the Department of Public Works. Snow and ice control is considered emergency work because the streets must be cleared any time, day or night.

The objective of the snow and ice control plan is to provide maximum service to the public during periods of snow and ice while exercising wise management of Howell Township's resources.

Information for Residents

The Township will notify residents of upcoming snow and ice weather events via the Township web page, the emergency notification system and the "Notify Me" email system as soon as snow and ice operations are expected to begin. Whenever possible, additional notifications may be issued before and during the operations.

The following is a list of actions Howell Township residents must adhere to during snow and ice weather events, as per township ordinance:

1. Whenever snow has fallen and the accumulation is such that it covers the street or highway, an emergency shall exist and no vehicles, equipment or personal property shall be parked on the streets, roadways, highways or right-of-ways. The parking prohibition shall remain in effect after the snow has ceased, until all salting and plowing has been accomplished, and to the extent that parking will not interfere with the normal flow of traffic. (265-1.A)
2. All portable sports equipment and apparatus in the public streets and right-of-way of the Township are prohibited during winter months which, for the purpose of this section, shall mean November 1 through March 31. (265-2.A)

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3. The owner, occupant or tenant on premises abutting or bordering on any street in the Township shall remove all snow and ice from the abutting sidewalks of such street or the abutting right-of-way actually used by the public. (265-11.A)
4. No owner, tenant or occupant of any premises abutting on any street shall throw, place, deposit, discharge onto, cast upon or allow to flow sump pump discharge or drainage water from the buildings or downspouts from any premises or throw, place, deposit, discharge onto or cast upon snow or ice into or upon any street or sidewalk. (265-13)

The following is a list of suggested actions for Howell Township residents during snow and ice weather events:

1. Do not allow children to build and occupy snow forts and similar creations within 10 feet from the edge of pavement.
2. Remove all non-permanent seasonal items from within 10 feet from the edge of pavement.
3. Do not park cars in driveways within 10 feet from the edge of pavement.
4. Trim trees so that branches do not extend beyond the back of the curb.
5. Pile snow from the driveway throat on the side which is downstream from traffic. This will minimize visibility problems.

Mailboxes and Mailbox Posts

You can help reduce the possibility of a damaged/broken mailbox or mailbox post. Plow operators are urged to take precautions to avoiding hitting mailbox posts. Experience has shown that reduced visibility during a storm makes it difficult for a driver to see a post in time to avoid striking it or pushing it over with plowed snow.

Any installation within the right-of-way – including a mailbox/mail post – is placed there at the owner’s risk. Owners are encouraged to install mailboxes at the maximum usable distance from the edge of the pavement. Posts should also be checked for deterioration to reduce the possibility that the weight of the plowed snow may simply break or push the post over.

Private Driveways

Township snow removal crews do not clear private driveways or driveway entrances of accumulated snow.

It is recommended, prior to snow/ice removal season, that township residents apply a driveway protectant. This will help eliminate the possibility of damage from snow removal materials. The Township is not responsible for damage to private driveways, etc. due to snow/ice removal materials.

Plow Trucks with Plows Raised

A truck with a raised plow does not always mean the driver has completed your area. They may be:

1. Returning for fuel or vehicle service
2. Returning to the maintenance yard for additional treatment material
3. Responding to a call to assist emergency services, i.e.,
 - a. Police Department
 - b. Fire Department
 - c. Emergency Medical Services

Contacting the Township during a Snow or Ice Event

Howell Township offices can be reached at (732) 938-4500. Further contact information can be obtained from the Township website at www.twp.howell.nj.us.

In case of emergency, dial 9-1-1.

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The following is a list of roads that are NOT maintained by Howell Township:

Monmouth County Maintained Roads	Privately Maintained Areas
Adelphia-Farmingdale Road (County Road 524)	Adelphia Greens
Allaire Road (County Road 547)	Angle Inn
Asbury Road (County Road 547)	Bel Aire Estates
Belmar Boulevard (County Road 18)	Brooktree Estates
Colts Neck Road (County Road 35)	Cedar Glen at Howell
Herbertsville Road (County Road 549)	Country Village
Lakewood-Farmingdale Road (County Road 547)	Equestra
Main Street (County Road 524)	Evergreen Estates/Hummingbird Court
Manassa Road (County Road 21)	Four Seasons at Monmouth Woods
N. Main Street (County Road 35)	Green Acres
Old Tavern Road – East of the Manassa Road Intersection (County Road 21)	Greenway Run
Southard Avenue (County Road 21)	Hidden View/Pine View Estates
Squankum-Yellowbrook Road (County Road 524A)	Hollyhurst
W. Main Street (County Road 524)	Monmouth Chase
State Maintained Roads	Oak Hill
Interstate 195	Pine Hill III
Route 9	Point O' Woods (Condominium and Townhouse Areas)
Route 33	Surrey Downs
Route 33 Business	The Windmill Club (Except Eagle Drive)
	The Grande at Howell
Route 34	The Townhomes at Eagle Oaks
(Including all associated jug-handles & access ramps)	Verdana
	Winding Brook
	Private Roads
	Brookside Street
	Central Avenue
	Colts Crossing Road
	Duchess Court
	Industrial Court
	Orchard Road
	Rappelyea Road
	Tice Road
	Tiffany Court

Pre-Season Operations

Snow Fence

In order to prevent the drifting of snow on roadways which are exposed to high winds, snow fence will be erected on certain non-developed property adjacent to the following roadways:

Roadway	Amount of Snow Fence
Bennett Road	500 feet
Crow Hill Road	100 feet
Five Points Road	175 feet
Havens Bridge Road	1,100 feet
Howell Road	8,450 Feet
Lakewood-Allenwood Road & Cascades Avenue	1,104 feet
Vanderveer Road	900 feet

Howell Township Department of Public Works shall contact the property owners or their designee for each location prior to the erecting of snow fence. The target date for installation is as early in the season as private property owners allow the township to install the fencing. The snow fence shall be removed by April 1st.

Equipment Readiness

All of Howell Township's snow and ice control related equipment shall be inspected; repaired as necessary, and receive scheduled maintenance prior to the snow and ice season.

Truck Readiness

All trucks shall be checked with full winter equipment (plows and spreaders) prior to the first anticipated snow and/or ice event of the season.

Material Readiness

All materials required of snow and/or ice control operations shall receive required maintenance and be lubricated, repaired and calibrated prior to the first anticipated snow and/or ice event of the season.

Plow Equipment Readiness

Plow equipment shall be inventoried, test mounted, and inspected for proper function, missing parts, structural damage, proper adjustment, etc. Necessary repairs and replacement shall be made. Plows shall be stored in a position for easy hookup and have easy-to-read identification to match them to the proper truck.

Spare Parts

The maximum allowable stock of commonly used spare parts shall be acquired prior to the snow and ice season. These include: cutting edges, plow shoes, shear pins, nuts and bolts, filters, bulbs, spreader controller parts, springs, etc.

Tools and Safety Gear

Trucks shall be checked for the required compliment of tools and safety gear. These include: shovels, bars, hand tools, gloves, tow chains, etc.

Personnel Readiness

Sufficient personnel (full time & seasonal) shall be acquired and trained for snow and ice control operations prior to the snow and ice season. Specific route assignments shall be made prior to the snow and ice season. There shall, however, be provisions to accommodate the lack of personnel.

Contract Services

Given the current resource levels, the flexibility required to deal with snow and ice events of varying intensities is obtained through contracts with private sector services. These contracts provide additional snow and ice control equipment and operators for such equipment.

When snow and/or ice conditions are forecasted to have significant impact on roadway conditions, contract support may be authorized at the discretion of the Director of Public Works after consultation with the Township Manager based on their assessment of current conditions, weather forecast, and budgetary constraints.

Operations

Goal of Snow and Ice Control Operations

Howell Township will conduct snow and ice control activities that afford residents a reasonably safe and passable road surface as much of the time as possible. To accomplish that, snow and ice accumulations will be removed as soon as possible, consistent with resources. To the extent possible, the bond of snow and ice to the pavement will be prevented by the timely application of ice control chemicals.

Certain conditions such as blizzards, whiteouts, other locally severe snow and ice events, and other conditions unknown to or beyond the control of Howell Township's maintenance forces may temporarily preclude achieving this goal.

Crew Assignment

For the purpose of this plan, the Township is divided into multiple areas. Each of these areas is assigned a crew which is responsible for maintaining the roadways within the defined area during snow and ice events.

During snow and/or ice events, each crew will proceed to clear all the roadways within their assigned area. The initial roadway salting and/or plowing shall be done to maintain a single lane for emergency purposes. When the roadways are salted and/or plowed one time, the crews will return to those roadways that need to be re-salted, plowed and/or widened. Removal efforts shall continue until safety hazards caused by snow and/or ice have been eliminated.

The amount of snow, the type of snow and/or ice, and the duration of the storm affect the time it takes to complete work on each roadway. Therefore, a specific completion time cannot be given.

Personnel Policies

A driver may be on duty a maximum of sixteen (16) hours. After that, the driver must be off duty for eight (8) continuous hours before returning to work. Our most experienced drivers will be utilized first unless a state of emergency is declared. Sufficient employees or contractors will be retained and their schedules rotated so that snow removal operations continue through off duty time.

The mechanics office shall be staffed during all snow and/or ice control operations.

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Ice Control Inventory

Salt Storage: Salt barn capable of storing 2,500 tons of material

Salt Brine Storage: 10,000 gallons

Howell Township acquires snow and ice control materials through the contract process, as per New Jersey purchasing laws (N.J.S.A. 40A:11-1 et seq.). Given the time required to establish a contract, these contracts and purchase requisitions shall be initiated prior to the snow and ice season.

Equipment Inventory

Make	Model	Type	Vehicle Number
Ford	F250 4x4	Pick Up	1
Ford	F250 4x4	Pick Up	2
Dodge	Ram 2500	Pick Up	5
Ford	F450	Mason Dump	6
Ford	F450	Rack Body	9
Chevy	3500 4x4	Mason Dump	10
Chevy	3500	Utility Body	11
Ford	F450 Crew Cab 4x4	Mason Dump	12
International	7400	Dump Truck	15
International	7400	Dump Truck	16
International	7400	Dump Truck	17
Peterbilt	330	Dump Truck	18
Peterbilt	330	Dump Truck	19
Peterbilt	330	Dump Truck	20
Peterbilt	330	Dump Truck	21
Peterbilt	340	Dump Truck	22
Peterbilt	340	Dump Truck	23
Peterbilt	340	Dump Truck	24
International	7400	Dump Truck	49
International	4900	Dump Truck	60
International	4900	Dump Truck	61
International	7900	Dump Truck	62
International	7900	Dump Truck	63
International	7900	Dump Truck	64
Ford	F450	Rack Body	67
Ford	F450	Rack Body	68
Mack	Granite	Rolloff	72
Mack	Granite	Rolloff	73
Peterbilt	357	Rolloff	74
Mack	Granite	Rolloff	75
Mack	Granite	Rolloff	76
Cat	924K	Loader	98
Case	721D	Loader	104
John Deere	624k	Loader	105

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Case	580L	Backhoe	110
Case	580M	Backhoe	111
Ford	F250 Ext. Cab	Utility Body	7708
Ford	F450	Mason Dump	7709
New Holland	LS180	Skid Steer	7707
New Holland	LS180	Skid Steer	7711
Ford	F450	Mason Dump	7720
Ford	F450	Mason Dump	7721
Ford	F450	Utility Body	7741
Ford	F250	Utility Body	7745
Ford	F550	Rack Body	7751
Ford	F550	Rack Body	7752
Ford	F550 Crew	Rack Body	7753

Operator Communication with Residents

Operators are to report all stranded or stuck vehicles to the Public Works office. Operators may stop to check and see if the vehicles passengers are safe.

If an operator is being flagged down to stop by a resident, the operator may stop; however, the operator should offer that all disputes or concerns be directed to the Public Works office.

The Public Works office can be reached at (732) 938-4500 ext. 2450.

In case of emergency, dial 9-1-1.

Weather Forecasting

There are a variety of weather forecast products available to Howell Township’s maintenance forces. Decision-makers shall be simultaneously evaluating short-term, mid-term, and long-term forecasts. Information on precipitation shall include onset, cessation, type and intensity. Other relevant factors include air temperature, dew point, wind speed, wind direction, and cloud coverage.

Weather data is provided daily by the National Weather Services (NWS). If a snow and/or ice event is forecasted to impact Howell Township, more frequent reports are provided. Conditions shall be continuously monitored throughout the duration of a snow and/or ice event.

Plowing and Spreading Operations

Due to the varied nature of snow and/or ice events, Howell Township must react to each individual event in a manner that utilizes resources in the most effective and economical way.

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The Director of Public Works or his/her designee shall exercise local judgment determining appropriate snow and ice control methods for the specific weather condition expected in each event.

The Director of Public Works or his/her designee shall closely monitor weather service forecasts and storm development to best plan for and respond to the conditions.

The number of crews may range between two (2) trucks to monitor and respond to reports of poor roadway conditions, and may increase to full snow and ice control operations which requires all operators to work in sixteen (16) hour rotating shifts to provide around the clock roadway maintenance.

General Operator Guidelines:

1. To the extent possible, traffic should not have to pass through a berm of plowed snow.
2. All plowing shall be done with trucks moving in the direction of traffic, except in an emergency situations where the work area is closed to traffic or, backing in the direction of traffic is required to spread material on icy surfaces where normal directional travel will not provide sufficient traction for the truck to move and as necessary in cul-de-sacs.
3. To the extent possible, snow shall be plowed beyond the point where it could melt and run back across the roadway.
4. Plowed snow shall not be cast into traffic.
5. Anytime there is enough snow on the road to be plowed, it shall be plowed.
6. In events where snow is likely to change to freezing rain before ending, consideration shall be given to leaving enough unplowed snow on the roadway to absorb the freezing rain. The roadway shall be plowed and treated after the event has ended.
7. At the end of a storm, snow shall be pushed back as much as possible.

Emergency and Special Needs Response

In the event that the Department of Public Works is notified by emergency response personnel, including Police, Fire and Emergency Medical Services, in which special assistance during periods of snow and/or ice is required, maintenance crews shall assist those agencies by clearing the necessary roadways for an efficient response.

Material Usage

The use of all snow and ice control materials shall be recorded at the end of each shift. This information shall be recorded with the Department of Public Works and a running total shall be kept for each storm event as well as a grand total for the season.

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Howell Township shall:

1. Use only the amount of salt necessary to provide a satisfactory level of service for individual combinations of weather and road conditions
2. Calibrate all materials spreading equipment to allow the proper application rates of salt
3. Conduct operations in an efficient and effective manor
4. Store all salt under structural cover
5. Load salt onto trucks within the salt storage structure to the extent possible
6. Load trucks only to a point below where spillage is likely to occur
7. Wash all trucks and spreaders in the wash bay where appropriate waste water controls are in place.
8. All salt spillage in the yard shall be cleaned up as soon as time permits.

Documentation and Reporting

It shall be the responsibility of the Foremans to prepare a report of the snow and/or ice control operations. The report shall contain the following information:

1. Equipment and personnel deployed.
2. Type of work performed (spreading, plowing)
3. A brief narrative outlining any significant issues or problems encountered during operations.

The report shall be recorded with the Department of Public Works.

Post-Event Operations

Safety Restoration and Cleanup Operations

After all Howell Township maintained roadways are in satisfactory condition, safety restoration and cleanup operations shall begin and continue until complete or operations are directed to higher priority snow and ice control or emergency work. This work will generally be performed on a regular time basis. Cleanup operations that may impact traffic flow or larger numbers of motorists shall be performed in lower volume time periods if possible. For such operations, traffic protection shall be utilized where appropriate.

Drainage Restoration

After safety restorations and cleanup operations have been completed, drainage facilities shall be inspected and cleared as necessary.

Evaluation

Post-event evaluation shall be conducted. The following issues shall be discussed and significant findings/results shall be committed to record:

1. Personnel issues
2. Material and material management issues
3. Equipment issues
4. Safety issues
5. Weather and information system accuracy
6. Observed storm conditions
7. Treatment effectiveness and pavement conditions
8. Motorist response issues
9. Effectiveness and efficiency of safety restoration activities

Post-Event Operational Tasks

The following is a partial list of post-event operational tasks that shall be accomplished:

1. Asses equipment inventory
2. Asses materials inventory
3. Treat persistent snow and ice conditions
4. Road maintenance
 - a. Pothole patching
 - b. Brush and tree work
 - c. Sign work

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5. Equipment repair, cleaning, maintenance and re-calibration
6. Yard and facility clean up
7. Parts and fuel inventories