

January 2026

Borough of Carlisle Guidelines

Snow & Ice Control Policy Statement

The responsibility for providing snow and ice control for the Borough's infrastructure, roadway network, roundabouts/ public building complexes, municipal parking lots and the parking garage rests entirely with the Water Resources and Facilities Department.

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 high incidence of overtime involved in 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 of accumulation of snowfall, moisture content, temperature, time of day, wind direction and velocity are all factors that interact to create a unique aspect for each storm with the result that no two storms are ever identical.

GOAL & OBJECTIVE

The goal of the Water Resources Department and the Facilities Department is to provide safe accessible roadways and access to Borough owned facilities during the winter season. Additional caution is advised, however, when using Borough facilities during the winter season because of the potential for hazardous conditions caused by snow, wind, and freezing temperatures.

In meeting our goal the following general guidelines shall apply. Staff will attempt to clear all primary routes to bare pavement, and maintain a clear bare driving track on either side of the centerline on secondary streets within twelve (12) hours of the end of a snowfall and on courts and cul-de-sacs within eighteen (18) hours of the end of a snowfall. During and after a storm, 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.

Staff will attempt to maintain clear access to Borough owned buildings and the parking lots during business hours with the major clearing operation being completed during the evening and non-business hours.

The Water Resources Department has developed a priority list to be followed during a winter storm with the overall effort for snow removal based on the following four priorities:

PRIORITY	INFRASTRUCTURE/FACILITY
1	Primary Routes/Roundabouts/Police Station/(Borough Hall)-only if snow event impacts normal business hours)
2	Secondary Routes/Community Center/Borough Hall (if snow event does not impact normal business hours)
3	Municipal Parking Lots/Borough Owned Sidewalks
4	Avenues/Parking Garage

Note: Removal of snow from pathways, playground equipment and other facilities in park areas is not typically included in the Borough's snow removal plan.

Priority 1 routes include the primary roadways that carry traffic to and through the Borough. The following streets have been designated as primary routes:

Acre Drive, Bedford Street, Bellaire Drive, Belvedere Street, Bosler Drive, Cherry Street, Clay Street, College Street, Craig Lane, "D" Street, Donegal Drive, Dunbar Road, "E" Street, East Street, Forbes Road, Franklin Street, "G" Street, Garland Drive, Giant Lane, Gobin Drive, Hamilton Street, Hillside Drive, Houser Lane, "K" Street, Linn Drive, Louthier Street, Meadow Boulevard, Media Road, Meeting House Spring Road, Mooreland Avenue, Noble Boulevard, North Street, Northfield Drive, Orange Street, Penn Street, Pitt Street, Pomfret Street, Redwood Drive, Ridge Street, Rolling Drive, Sadler Drive, Samuel Drive, Shannon Lane, Sherwood Drive, Shirley Drive, South Street, Spring Garden Street, Stratford Drive, Terrace Avenue, Walnut Street, Wellington Drive, West Street, White Birch Lane, Wilson Street

Priority 2 streets include secondary routes, courts and cul-de-sacs. This is a much larger group of streets, which serve residential, commercial and multi-family associations and include the remaining Borough street network.

Priority 3 includes all Borough- owned buildings and parking facilities.

Priority 4 roadways include all avenues (alleys).

The Water Resources Department has developed a procedure for performing snow and ice control operations for all varying weather conditions. Personnel will respond each time national, state and /or local forecasts include the possibility of creating a hazard for the public. The Borough's snowplowing operations are sophisticated and efficient. Depending on the severity of the storm, as few as two (2) staff and two (2) trucks to as many as twenty-five (25) staff and twenty (20) pieces of Borough owned equipment can be made available to combat a winter storm.

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 Water Resources Department monitors the National Oceanic and Atmospheric Administration (NOAA) and the National Weather Service i.e. The Weather Channel forecasting services.

Alerting Snow & Ice Control Personnel

Snow and ice control operations fall under the jurisdiction of the Field Operations Department and the Facilities Department; however, all Water Resources and Facilities personnel maintain a part in these operations. Personnel may be assigned to twelve-hour shifts that continue until the snow emergency has been eliminated. Shift change is generally 12:00 p.m. and 12:00 a.m. Field Operations personnel are divided equally on each shift so that if other emergencies arise involving our water, wastewater, storm water or traffic systems, they can be dealt with efficiently. The only personnel not directly scheduled to perform specific snow and ice control duties are the Water Plant Personnel who monitor the production and distribution of the Borough's water supply. In addition, private contractors may be notified to provide the Borough with additional specialized pieces of equipment under certain extreme weather conditions. Contractual assistance is deployed

only with the approval of the Water Resource Manager. In an effort to maximize the use of Borough resources, personnel from other departments (Engineering, Sewer Plant, Codes, and Water Plant) are sometimes called upon to assist during extreme snow emergencies or to fill personnel vacancies.

Water Resource Foreman and Facilities Supervisor will notify the required personnel by phone. After Priority 1 is completed and the need to implement priorities 2-4 starts, the Field Operations Foreman or his appointee will be notified in order to authorize these priorities. Once the snow and ice control program is started, the individual who initiates the program will notify the Water Resource Manager as to the starting time; type of procedure recommended and projected duration of the operation. The Water Resources and Facilities Department are prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice control operations.

General Snow and Ice Control Procedures

When the department is notified of an impending snowstorm, a decision is made to implement one of eight different operations for clearing Borough streets. Each operation varies in the amount of service performed and the staffing and equipment necessary to perform it. A salting operation (1) will be initiated if the potential for freezing conditions existed, to melt snow or ice accumulated to a depth less than 2 inches or to prevent the bonding of packed snow to the pavement. A plowing operation (2) will be initiated if a snow accumulation of 2 inches or more is predicted or exists. A plowing operation (3) will be initiated if a snow accumulation of 4 inches or more exists.

Operation 1: Four-Truck Salting

Operation 2: Salt & Plow Primary and Secondary routes.

Operation 3: Avenues

Operation 4: Snow Removal Downtown if necessary and Primary Routes/One Way Streets, etc.

Operation 5: Clean up (complaints, open storm inlets/poor drainage, widen intersections)

It can be expected that snow will be plowed from streets and avenues into private driveways and onto sidewalks as a normal part of snow clearing operations. Attempts will be made to keep excessive amounts from accumulating in these areas; however, each driveway and some sidewalk will receive a certain amount of plowed snow.

Supplemental Operations

Whenever there is a snowfall accumulation of approximately one inch or more, the sidewalks immediately adjacent to all Borough buildings need to be cleared of snow. These operations require additional staff and equipment. Municipal building parking lots are normally plowed and salted in conjunction with Borough streets; however, in the event of a large storm or other emergency they will be addressed on a lower priority level.

Should storm conditions become severe and when duration of longer than 24 hours is predicted, private contractors may be contacted by the Water Resources Dept to supply additional men and equipment. Such action would only be taken in extreme emergencies, and only at the discretion of the Water Resource Manager, but it is an important option that must be available to the Water Resources Department in case of equipment breakdown or if successions of winter storms pummel the Borough.

In instances where Operation 4 (Snow Removal) must occur, selected streets will be posted No Parking 24 hours in advance in order for personnel to remove snow. In order to maximize the use of Borough resources, personnel from other departments may be called upon to assist in this operation. Media notification will be implemented with this operation.

Property Damage

During the course of operations throughout any given winter, personnel may incur a certain amount of damage to Borough and private property. In the event that right-of-way damage is sustained due to a plow riding over a curb, the Water Resources Department will repair said damage as soon as weather conditions permit. Any damage sustained due to salt brine inadvertently splashed onto a right-of-way during the course of the winter will not be treated or repaired by the Borough.

If a Borough 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 in accordance with established guidelines with a standard type mailbox. The Borough cannot replace decorative mailboxes. A standard design will be used for all mailbox replacements. A property owner who installs decorative materials within the right-of-way does so at their own risk.

Assistance to Private Property

Under no circumstances will a Borough employee be allowed to use a Borough owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists, use his radio to notify the Police dispatcher of the hazardous condition. Likewise, under no circumstance will a Borough employee use Borough equipment to perform any snow removal or ice control operation on private property and the employee will not be allowed to use Borough equipment for personal use.

Departure from Policy

The Borough recognizes that conditions may be so unusual or unexpected that a departure from these general policies may be authorized. Therefore when conditions warrant, the Water Resource Manager in consultation with the Borough Manager, or his/her designated representative, may order a departure from these general guidelines when, in the opinion of the Water Resource Manager, conditions require such action.

No Duty or Right Created

The purpose of this policy is to establish guidelines for the Borough of Carlisle employees regarding snow and ice control. It is not to be construed to create any duty to any individual, person or entity. This policy does not provide any special protection or service 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 guideline 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 regulations, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts.

Salt Policy for Sidewalks and Roundabouts

For all Borough-owned sidewalks and roundabouts, the Borough will use non-corrosive ice melt that is safe for concrete and is safer for vegetation and the environment.

Policy Priority

This policy dated January 6th 2026, supersedes all others and, to the extent that any previous rule, regulation, policy or part 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.