

BOROUGH POLICY



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Adopted By:

Bath Borough Council
Bath Borough Council
Bath Borough Council
Bath Borough Council
Bath Borough Council

Prepared By: Borough Manager

Date: August 26, 2015

Title: **Snow and Ice Control**

Policy

Policy Statement: Ensure that roadways are maintained in such a manner as to minimize economic loss to the community, prevent or reduce accident and injury, and facilitate the handling of emergencies by the emergency responders and police services.

Purpose: The purpose of this policy is to set winter snow and ice control standards for a safe and reliable transportation network while protecting the environment and providing excellent customer/citizen service. The Borough of Bath must also conduct snow and ice control within the confines of financial resources, while also providing operational balance for the Borough and employees by effectively equalizing work time and time off.

Definitions:

Plowing: Pushing snow from roadways.

Plowing curb-to-curb: Plowing and pushing snow back to the curb or edge of the pavement so that all traffic lanes are passable.

Plowing in/out: This process is also referred to as one pass. Removing snow from a street in a narrow path in the middle of the road to allow residents mobility as early as is practical in a storm. Crews return later to finish clearing the snow curb to curb (see definition above). This practice is often used in situations when

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there is a great deal of accumulation causing mobility to be difficult or impossible and clearing of all streets curb-to-curb will take several days.

Treating: Spreading salt, calcium chloride or salt.

Rock salt: Sodium chloride intended for use as a deicer for winter road maintenance purposes.

Salt brine: Water and salt mixture consisting of 23% sodium chloride and is an effective and economical anti-icing mixture that will remain on the roadway for an extended period of time. Salt brine is applied to dry road surfaces before the winter weather starts.

Anti-icing: Also called pre-treatment. Materials are applied to the roadway surface before the winter event starts in an effort to prevent or lessen the bond of frozen precipitation to the roadway. Anti-icing can be done with salt brine or rock salt.

Dry Snow: Snow that has insufficient free water to cause cohesion between individual particles. If when making a snowball, it falls apart, the snow is considered dry.

Wet Snow: Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces. A well-compacted, solid snowball can be made, but water will not squeeze out.

Slush: Snow that has water content exceeding its freely drained condition, such that it takes on fluid properties (e.g. flowing and splashing). Water will drain from slush when a handful is picked up.

Snow Packed Roads: Residents are advised that residential roadways may be plowed but are not always treated with road salt. As such, they may be maintained at the snow packed level. Snow packed means that the snow is compacted to the road's surface by vehicle traffic and plowing. Without salt, these roads will not get down to the bare pavement until the snow melts. As the snow melts, the snow surface will break apart into smaller sections. In extreme conditions these roads are re-plowed, but the majority of the time they are left to naturally melt away. The Borough does not have a 'bare pavement' clearing policy.

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Patchy Conditions: Areas of bare pavement showing through snow and/or ice-covered pavements.

Congested Roadway: Usually high density or cul-de-sac streets where multiple cars are parked in the street preventing snow plows access.

Minor Storms: An ice or snow storm of **four (4) inches or less** on the paved roadway surfaces is considered a Minor Storm and are handled under Level 1 and Level 2 Operations. For snowfalls of less than two inches (2”), depending on temperature and weather forecasts, only emergency salt applications may be utilized.

Major Storms: Snow or ice storms that develop an accumulation of **more than four (4) inches** on the paved roadway surfaces are considered Major Storms and are handled under Level 3 to Level 5 Operations.

Goals: The Borough uses a timed completion goal. To accomplish this goal, the Borough strives to plow and treat all public streets during and following winter weather events, which means that all public streets should be plowed and/or treated from curb to curb within a specified time period after the event. This plan outlines steps for the completion of storm response after precipitation has ended, provided that required levels of equipment and personnel are available.

- **Level 1** - When frozen precipitation is forecasted and not beginning as a rain event, it is the goal of the Public Works Department to pre-treat all public streets prior to the beginning of the event.
- **Level 2** - For events that are forecasted as freezing rain, sleet or less than 4 inches of snow, it is the goal of Public Works Operations to treat all public streets within eight (8) hours after the precipitation ends.
- **Level 3** - For events that are 4-12 inches of snow is forecasted, it is the goal of Public Works Operations to plow and treat all public streets within sixteen (16) hours after the precipitation ends. In this event, a ‘Snow Emergency’ may be declared by the Mayor.

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- **Level 4** - For events that are 12-18 inches of snow is forecasted, it is the goal of Public Works Operations to plow and treat all public streets within twenty-four (24) hours after the precipitation ends. In this event, a 'Snow Emergency' shall be declared by the Mayor.
- **Level 5** - For events that are 18-24 inches of snow (or more) forecasted, it is the goal of Public Works Operations to plow and treat all public streets within 48 hours after the precipitation end. In this event, a 'Snow Emergency' shall be declared by the Mayor.

Public Works Department Emergency Management: A snow or ice storm is likely the most common occurrence of emergency management facing the Public Works Department (Department) where public health, safety and welfare may be threatened. The Snow Plan/Emergency Plan (Plan), as written, is intended to govern beyond just a winter weather event, covering any emergency activity where a sustained level of manpower, equipment or resources will be needed to protect the public. Certain provisions of the Plan can be utilized for activities including but not limited to:

- Snow
- Ice
- Debris Removal
- Flooding
- Tornados
- Micro Bursts/Other Wind Events

A Level 2, 3, 4 or 5 storm response is an emergency event requiring a command structure, resource allocation and information flow in accordance with Department staff training. The Borough will follow protocols learned during Federal Emergency Management

Agency training, National Emergency Management System training, or internal training. At a minimum, the Plan will be exercised every September or October.

During emergencies when communication lines are down, employees should secure their homes and families then immediately report to work.

Public Works Crew Leader: The Public Works Crew Leader will, in conjunction with the Borough Manager (or his/her designee), plan and execute scheduling manpower

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appropriate to manage Snow Event Levels 1 through 5. The Public Works Crew Leader is responsible to ensure Primary routes, Secondary routes, and Tertiary routes are clear of ice and snow in an organized fashion in-line with the goals and objectives of this policy. The Public Works Crew Leader will have discretion on managing snow and ice event levels as deemed appropriate considering the size of the weather event, ever-changing weather conditions, and considering all available resources. At all times, the Public Works Crew Leader will report to the Borough Manager, informing him/her of issues as they arise and during the entire planning, execution, and post operations of managing storms. The Public Works Crew Leader is also given discretion of opening routes within the borough that have been deemed 'paper streets' (not opened by Ordinance) until such time the Borough fully implements a Road Plan by Ordinance.

Emergency Facilities: This Snow/Emergency Plan is updated annually to ensure emergency facilities such as fire stations, and the Public Works facility is located near a Primary or Secondary snow route.

Public Safety Assistance: Public Works assists public safety officials (police/fire) as needed during natural or man-made disasters. Public safety personnel communicate with Public Works personnel to dispatch equipment to areas that are restricted or blocked by snow, trees or debris.

Objectives: The following objectives will be utilized during snow operations:

- A manpower plan equal to equipment availability which allows for long term around the clock operations.
- A safe working environment for all employees.
- Ensure that equipment is equal to the level of response declared.
- Ensure that employees know their responsibilities and assignments before an event begins.
- Minimize equipment down time.

Scope of Responsibility: The Department is responsible for snow and ice control on all Borough maintained streets. There are several streets within the Borough that are

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maintained by other entities (see **Attachment A**). An official Borough Road Plan will be included into Chapter 625 of the Borough Code of Ordinances, which is the sole authority maintenance list of Borough streets. These include:

- Pennsylvania Department of Transportation (PennDOT)
- Privately owned streets

The Borough maintains borough owned parking lots, (see **Attachment B**). Private off-street parking areas located in other areas outside of the downtown area are not the responsibility of the Borough.

The Borough does not plow or treat privately owned streets or parking lots.

The Borough does not plow or treat private driveways. Snow piles along the backside of the curb that block driveways is unavoidable during snow control operations and is the property owner's responsibility to remove.

The Borough is not responsible for snow and ice control on sidewalks except those that are adjacent to Borough facilities (see **Attachment B**).

Levels of Response: The citizen's expectations of the Department are to ensure that streets are passable before, during and after an event so that the safe and efficient movement of traffic can continue throughout the Borough. In order to meet these expectations, five levels of response have been created to cover winter weather situations.

Level

Response

1. For a 1-4" Snowfall or for Freezing Rain/Ice and less than 4" of Snow. Anti-Icing is pre-treatment of streets with salt brine or rock salt.
 - If up to 2", Priority routes can be treated (treat per designated timeframes specified in this policy).
2. If 2-4" of Snowfall Expected. For events that start as ice or freezing rain, streets will be treated with salt and/or sand/cinders.

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- If 2-4", Priority routes can be plowed and treated (plow per designated timeframes specified in this policy).
3. For 4-8" snowfall. Priority routes are continuously plowed.
- For an 8-12" snowfall, Priority routes are continuously plowed. Thru lanes are plowed to pavement within specified timeframe after the snowstorm has past. Secondary and Tertiary routes may be plowed within specified timeframes after a snowstorm; made 'passable' as needed until curb-to-curb can be accomplished at a later time.
4. For a 12-18" snowfall. Priority routes are continuously plowed, and thru lanes are plowed to as close to pavement as possible. Expect narrowed and/or blocked lanes and snow packed residential streets due to heavy accumulations. At least a lane made passable within a few days of the storms passage. Secondary and Tertiary routes may be completely open within a few days (or otherwise specified per this policy) of the storms passage.
5. For an 18-24" snowfall. Same operations as in Level 4 with longer time periods between making roads 'passable' to full curb-to-curb clearance.

Street Classifications: Streets will be classified using the following criteria:

- Primary – high volume two-lane streets (Blue lines on snow maps)
- Secondary – minor thoroughfares (Red lines on snow maps)
- Tertiary – dead-end streets, cul-de-sacs, and alleyways (Purple lines on snow map)

(See **Attachment C**)

There are approximately 21.03 lane miles or 9.56 centerline miles of streets the Borough maintains as well as 3 cul-de-sacs.

The Borough does have an Ordinance in place that declares streets a "Snow Emergency Route".

- Snow Emergency Routes are plowed first and the lower volume residential streets will be plowed last. Ideally, primary streets would be clear of snow and

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ice from curb-to-curb. Reaching that objective takes time which is affected by meteorological conditions, traffic activity and type and amount of materials applied to roads.

- The minimum level of service for primary and secondary streets is to clear the through lanes and left-turn lanes at intersections down to a treated packed snow cover. Exclusive right-turn lanes may be left unplowed during main operations.
- For residential streets, the acceptable level of service is to provide a navigable surface. Although the street may still have snow or packed ice on it, a vehicle should be able to travel the street safely.

Special attention will be given when practicable to hills, curves, bridges or other locations known to be more difficult or hazardous to negotiate or that provide access for certain institutional, academic, cultural/social or commercial traffic generators.



(Exhibit 1)

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Once it has determined that a Level 3 snow fighting response is necessary, crews assigned to residential areas may be instructed to make one pass in and one pass out. This process quickly allows one passable lane. The intent of the one pass in and out is to provide a passable lane to as many residents as possible. Once the precipitation has ended the crews will be instructed to clear and treat roadways from curb-to-curb, including those streets that received one pass.

The intent is to continue winter storm operations until streets meet the minimum level of service which allows movement by a properly equipped and prudently operated vehicle (see Exhibit 1). Travel delays may be likely as the roadway widths are reduced by wind rows of snow and surface conditions which require slower driving speeds.

As time and weather permit, and as is cost-effective, plowing and material applications will continue in order to attempt to achieve bare pavement curb-to-curb on all the streets. It is the Borough's policy to practice salt conservation through careful storage and application. Salt is a very effective and economical chemical for snow and/or ice control. However, over-application wastes money, depletes stockpiles, and could cause environmental problems with misuse.

Parking Limitations: Other than in the event of a Snow Emergency Route declaration, which strictly forbids parking on such routes during a snow emergency, there are no other parking regulations outside of these circumstances. However, residents should use good judgement to remove vehicles from public streets to allow for curb-to-curb plowing and street clearing.

Public Relations – Media Contact or Citizen Request: Any media contact should be referred immediately to the Mayor, Borough Manager and/or their respective designees.

The Borough Office does not take requests from citizens to clear or treat streets. If you feel a street condition is dangerous or unsafe in any way, please call 9-1-1. Public Works will be activated at the direction of the Borough Manager, or an Emergency Management Coordinator, or by Northampton County 9-1-1.

Anyone desiring to report a problem or ask a question can contact the Borough Office at **610.837.6525**. All complaints or requests will be recorded and will either be answered by personnel at the Borough Office as time allows.

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Weather Information: The Borough does not currently use a 24-hour Meteorological Forecasting Service. The Borough works with Emergency Management Coordinators and public weather forecasting, such as the local National Weather Service to determine what level of response is needed.

Weather Terms to Remember:

- Travel Advisory - Driving conditions might be hazardous.
- Winter Storm Watch - Conditions are favorable for a winter storm to develop.
- Winter Storm Warning - Snowfall of four to six inches expected during the next twelve hour period.
- Blizzard Warning - Snow with winds greater than thirty-five (35) miles per hour and one quarter (1/4) mile or less visibility is expected.

Winter Weather Headlines

The National Weather Service issues watches, warnings and advisories for winter weather. Here's the criteria for these products in central and southeast Illinois:

Watches	Advisories	Warnings
<p><u>Winter Storm Watch:</u> Conditions favorable for a winter storm event, which is a threat to life or property.</p> <p><u>Blizzard Watch:</u> Conditions favorable for a blizzard event (low visibility < 1/4 mi. with winds at least 35 mph)</p>	<p><u>Winter Weather Advisory:</u> Issued for one or more of the following:</p> <ul style="list-style-type: none">- Snow of 3-5" in 12 hrs- Sleet < 1/2"- Freezing rain with sleet/snow- Blowing snow <p><u>Freezing Rain Advisory:</u> Ice accumulation < 1/4"</p>	<p><u>Winter Storm Warning:</u> Heavy snow of 6" in 12 hrs or 8" in 24 hrs, or sleet of 1/2" or more</p> <p><u>Ice Storm Warning:</u> Ice accumulation 1/4" or more</p> <p><u>Blizzard Warning:</u> Blizzard conditions for at least 3 hours</p>

Figure 1 – Difference between Winter Weather Watches, Advisories, and Warnings

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Snow Control Progress Tracking: The Borough does not currently operate integrated Geographic Information System (GIS) databases to track snow control progress. The Borough does not utilize Snow Tracker software and there is no Automated Vehicle Locating (AVL) systems installed on snow control equipment to assist our snow management team.

Future computer and technology upgrades are being considered to manage Snow Control Progress Tracking. Efforts will continually be made to enhance the effectiveness and efficiency of the Borough's Snow and Ice Control Plan.

Staffing

Organization and Staffing: Snow control operations are mandatory only for Public Works Operations personnel. Other departments and divisions are strictly voluntary. Depending on response of the volunteers it is possible that all equipment may not be staffed during a snow event.

At the discretion of Borough Manager, the Borough may use contracted snow control services. This independent contractor will work with Public Works as a supplemental force during the initiation of 12-hour rotations.

Employees will be assigned to one of two 12-hour shifts (A and B) when wintry conditions are expected to reach Level 3 or above. This scheduling format will be in place beginning mid-November through mid-March.

Call Outs:

- Any snow call-out or assignment involving more than 4 hours will be based on seniority.
- Any snow call-out or assignment involving 4 hours or less will be based on seniority provided there is a reasonable expectation that the event will not continue into a 24-hour operation.
- Call outs for pavement treatment resulting from a manmade event (i.e. Water Utilities, Fire Department) will be based on seniority.

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Start Time:

- For winter events Level 1 or 2, these shall be handled according to normal work-week scheduling or the standard call-out procedure of this policy. Call-outs under this condition will follow seniority and is contingent upon a reasonable expectation that the event(s) will not continue into a 24-hour operation.
- For winter events Level 3 or above, and it is reasonable to expect 24-hour operations, Public Works will engage into the A/B 12-hour rotational format. This format could be initiated during the standard work-week or at any other point in time to include holidays. If a Level 3 or greater event is forecasted, the Borough Manager may plan with the Public Works Committee on initiating the A/B format. This will provide employees necessary time to adjust for the scheduling change up to, during and until the time in which precipitation ends.
- When the Level 3 or above event dissipates, the A/B format will be disengaged and employees will be given a rest period to accomplish the following; 1) control number of hours worked during the work-week schedule, and 2) provide necessary rest between cycling from 12-hour shifts back to 8 hour shifts. (See also 'Upgrades/Downgrades in Levels of Response').
- Shift Assignments: All employees will be assigned to either "A" shift or "B" shift before an event begins.

Upgrades/Downgrade in Levels of Response: At no time will any individual be allowed to switch between "A" and "B" shift due to a change in the level of response. Once an employee is assigned they will continue working that shift for the duration of the snow event.

A downgrade in the level of response during an event will occur in the following manner:

- A determination will be made as to how many positions are will no longer be required.
- Personnel from Departments or Divisions other than Operations will be sent home or to their regular work, as applies.

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- If there are too many personnel, volunteers will be sought from to be sent home or return to normal assignments. If there are not enough volunteer's, the Workers will be assigned other duties or sent home in reverse order of seniority.
- In the event of a downgrade in response, the Public Works Crew Leader, Borough Manager or a member of the Public Works Committee will attempt to contact the upcoming staff a minimum of 2 hours prior to the start of the shift, using the current call out list. Employees should make every effort to make sure that their contact numbers are current and correct. If they are not, they are responsible for any missed callouts.
- A downgrade may occur at any time.
- In the event of a downgrade, current shift employees may not be eligible for the 4 hours of comp time or overtime.

Staffing – Public Streets & Parking Lots: The primary responsibility for snow control of public streets and parking lots is from Public Works. Levels 1 and 2 will typically utilize manpower from Public Works only. Due to the manpower requirements for a

Level 3 and 4 response, supplemental resources will be required from other sources to ensure appropriate snow fighting equipment is in use at all times.

Staffing – Sidewalks and Facilities: Sidewalks maintained by the Borough will be the responsibility of the Public Works Department.

Lunches and Breaks: The following guidelines shall be used when drivers take lunch during snow shifts.

- The 30 minute lunch period for each 12 hour shift will occur and be completed between one hour before and one hour after the mid-point of the shift.
- When taking the lunch period, the employee shall notify the Borough Offices at which ever location the employee is taking their lunch period.
- At the end of the lunch period, the employee shall notify the Borough Offices to be back in service.

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- During breaks, the drivers should use the same notification protocol.

Training/Snow Rodeo: A training program will be developed and executed by the Public Works Crew Leader. Any employee who will work during snow operations will be provided training by participating in operational training.

This training will take place in the month of September (usually the second or third week).

Training will include:

- Class time training on the snow plan, procedures, routes and maps, proper loading of equipment and materials.
- Equipment demonstrations for pre-trip inspections of equipment.
- Proper loading procedures for loading material into spreaders.
- Operating equipment on the rodeo driving course to gain familiarity with the equipment.
- Driving the arterial and collector routes using the snow route maps.

Day 1: The first day will consist of truck assignments. All equipment will be loaded and checked out to ensure that everything is in proper working condition. Each truck's spreader will be calibrated.

Day 2: The morning of the second day will consist of classroom training and driving the rodeo course at the airport in the afternoon.

Day 3: Will consist of driving the rodeo course.

Snow Season Leave Scheduling Policy: Leave time for Public Works employees will be governed by the following during the snow season:

- Guaranteed Leave takes effect December 1st and runs through March 15th each season. In order to guarantee that an employee will be able to use leave time, they must pre-schedule the time off at least seven (7) days in advance.

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- In order to guarantee that they will not have to work on Saturday, Sunday or Holiday, they must pre-schedule the time off at least seven (7) days in advance in order to guarantee those days.
- Minimum Staffing Levels are required as determine by the Public Works Crew Leader in concurrence with the Borough Manager.
- Guaranteed Leave will be scheduled on a first come first serve basis.
- The process will be as follows:
 - Vacation, personal, pre-scheduled sick and comp time leave will be scheduled on a first come first serve basis.
 - Employees will select a period of time of not less than 8 consecutive hours and not more than 40 hours for “Guaranteed” leave.
 - Leave slips will be filled out and time stamped by the requesting employee by using the time clock.
 - The leave slip will then be turned into the Service Attendant (or in their absence the Administrative Coordinator) who will record the type of leave, “Guaranteed or Conditional”.
 - The leave slips will then be forwarded to the responsible Supervisor for their signature and returned to the Service Attendant.
- Conditional Leave: Any leave that does not meet the criteria as defined under “guaranteed leave” will be considered conditional leave. This leave time is not guaranteed, and the employee shall be expected to work if winter weather affects the Borough. This takes effect December 1st and runs through March 15th of each year. Staffing levels for Conditional Leave will be the same as the Policies and Procedures for the Public Works Operations Division.
- Excused Absences – Operations will follow Borough personnel policy 402.4 when excusing employees from mandatory overtime. If an employee who has an excused absence would like to work, it is their responsibility to contact the Snow

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Boss. The Snow Boss has no obligation to contact an individual who has an excused absence.

- Scheduling – Leave may be scheduled 13 months in advance. Leave will not be guaranteed until shift assignments are made in September during “Snow Training Week”. Beginning the first day of each month leave may be scheduled for the same month of the following year.

Example: On January 1, 2013, an employee may schedule leave for the next 13 months including the entire month of January 2014. On February 1, 2013, an employee may schedule leave for the next 13 months including the entire month of February 2014.

Driver’s License: Any person employed by the Borough and driving a Borough vehicle will comply with all State and Federal license requirement by having a current valid driver’s license as required for the GVW (Gross Vehicle Weight) of the vehicle they are driving. The driver’s license must be in the driver’s possession while operating a plow vehicle.

Enterprise Fund Reimbursement: The Borough of Bath may utilize a Memorandum of Understanding or a Shared Services Agreement between The Public Work Department and the Bath Water Authority, Northampton Area School District, and or the Pennsylvania Department of Transportation (PennDOT) to reimbursing enterprise funds used in snow operations.

- Due to a shortage of manpower and equipment during snow events, The Bath Water Authority may assist with snow operations when conditions warrant their assistance and a request are made from Public Works. Coordination and management of snow events will be in accordance with the current adopted Snow Plan.
- In consideration for the above services, The Borough may agree to compensate the Bath Water Authority by reimbursement for all associated equipment and material costs, regular, overtime, out of class and shift differential pay for any WUO employee who is assigned to temporarily work for Operations during a snow event.

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- Departments/Divisions requesting reimbursement should submit a monthly statement that details the expenses incurred by the department the previous month. The detailed report should specify the equipment that was used, the hours of use and the rate per hour. Any employee expense should give the employees name, job classification and hourly rate of pay.

Operations and Equipment

Levels of Response: Public Works has defined snow control as having five levels of response. Each level of response outlines the equipment and manpower that typically would be required to meet the function described. The actual staffing level will be depend on the predicted weather forecast and the amount of equipment needed to effectively respond to the situations at hand.

Public Streets and Parking Lots: Snow operations for Public Streets and Parking Lots will be coordinated by the Snow Boss who will be located at the Maintenance Facility (see **Attachment B** for specifics on Parking Lots).

Sidewalks and Facilities: The goal for clearing sidewalks is 8 a.m. on weekdays and 10 a.m. on Weekends. Completion of work should typically take 4 to 6 hours depending on the severity of the particular snow event.

Facilities

- Borough Hall: The west entrance of the Municipal Building will be top priority. All public sidewalks around the Municipal Building will be cleaned. The alley and parking areas will be cleared of snow and treated. Paths will be opened from the stairs to the doors. Some snow will need to be left in piles and will be monitored for melting and refreezing in traffic areas.
- Maintenance Facility: All sidewalks and parking areas around the entrance to the Public Works facility will be cleared and treated.

Commencement of Operations: The Borough has a proactive approach to snow control operations. Crews will be on stand-by in anticipation of forecasted winter weather.

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Shift Start

- Employees will report to the Public Works Facility at their designated start time and await instructions from the Borough Manager, Public Works Committee Chairperson, or Public Works Crew Leader. The Public Works Crew Leader will make final truck assignments, pass on weather information, inform drivers of spreader settings, and give general information.
- The Senior Laborer will determine when equipment will be sent out on their routes. They will also inform drivers on when and how to plow and when and how to spread materials.
- At the beginning of each shift, each driver is responsible for doing a required pre-trip inspection to make sure their assigned vehicle is in good condition. Any damage should be reported immediately.

Underway

- Plow trucks are not emergency vehicles. All plow trucks will follow all traffic regulations except when it may be necessary, according to the determined route, to make turn-arounds that are restricted by signs. In all such cases, the operator will proceed with caution and yield the right-of-way when necessary.
- Speeding, tailgating, failure to heed stop and yield signs, failure to stop at a red signal, traveling the wrong way in a lane of traffic, etc. are prohibited.
- Drivers will proceed directly to their assigned route. They should not plow or spread material in transit unless specifically instructed to do so.
- On the route sheet or maps, there are specific numbers and/or letters that are to be called in after certain portions of the route or district has been completed.
- Drivers should be aware that after the Arterial (Primary Routes) and Collector (Secondary Routes) are completed, the order in which the Tertiary Routes are cleared beginning with the area closest to the ending point of the Collector route just completed. (See **Attachment G** for designated Route Plans).

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(See **Attachment F1 through F3** for additional Personnel Management & Maintenance Guidance)

Plowing and Spreading Procedures

- Turn-arounds on private streets, driveways or parking lots should be avoided as much as possible.
- The Borough generally follows the guidelines of the American Salt Institute's Snow Fighters Handbook (see **Attachment D** for specifics). The Senior Laborer will make the determination on conditions anticipated and the appropriate rate associated with that condition. Each driver shall follow the Senior Laborer's instructions regarding application rates. The application of materials for all ice and snow events will be 100% salt unless decided by the Senior Laborer.
- Drivers will be instructed by the Public Works Crew Leader on when plowing and or treating will begin.
- As practically possible, snow will be plowed into open spaces or any other reasonable spaces whereby it will lessen the impact on residents and vehicular traffic; i.e., piling snow that significantly interferes with property owners must be avoided. For example, piling snow on a side street up against someone's garage door is prohibited.
- Snow piles will not be deliberately plowed into the streets for melting purposes or for any other purpose.
- Circumstances may dedicate removing snow against certain traffic patterns. This is authorized in the rarest of occasions. Extreme caution and due care shall be used and the vehicles warning lights must be activated at all times, regardless of operating against certain traffic patterns. REMEMBER: plow trucks are NOT emergency vehicles.
- During times of heavy snowfall rates, plow operators must work as reasonably possible to maintain a lane of traffic along designated routes in road hierarchical order. During precipitation lulls, or where reasonably possible, snow and ice

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should be pushed curb-to-curb as not to allow for excessive buildup within travel lanes, or to reduce the intersection widths with snow windrows/mounds/piles.

- Storm Recovery: After a significant snow event has past and all routes are safety open, the public works crew may enter a snow storm recovery phase. This will include the removal of snow banks/piles in designated areas (Snow Removal Zones.) These areas have been identified as priority areas for snow removal. Snow removal zones may be activated under the following conditions:
 - Level 4 or Level 5 Storm Event
 - Snow piles/banks hinder the movement of pedestrian and vehicular traffic rights-of-way in snow removal zones;
 - Snow piles/banks begin to exceed seven (7) feet in height from the road surface;
 - Weather conditions – snow piles/banks have developed, and successive snowstorms are forecasted. Removal may be required. However, one snowstorm followed by a period of warming whereby melting may occur may not trigger snow removal, unless a need to maintain Municipal Separate Storm Sewer System drain inlets is required.
 - At any other time as directed by the Borough Manager.

Designated Snow Removal Zones (As of 02.09.2021)

Old Forge Community

1. (Portions as Necessary) Century Drive to Creek Rd
2. Creek Rd from Century Drive to Monocacy Creek Bridge
3. Old Forge Drive from Creek Rd to W. Northampton St

Old Forge Community snow removal dump areas; 300/400 block overflow parking area, over the side and into the wood line. Additional snow dumping areas include behind the water pump house on Creek Rd at Firefighters Field or the Keystone Pavilion Parking Lot area.

Downtown Area Phase I

1. W. Main Street (northside) from Monocacy Creek Parking to Monocacy Creek Bridge
2. W. Main Street (both sides) from Monocacy Creek Bridge to Chestnut Street

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3. W. Main Street (both sides) from Walnut to Chestnut Street
4. Chestnut Street (both sides) from Northampton St intersection (all four corners) to Main Street

Downtown Area Phase I snow removal dump areas; check with Storage Facility owner off of Mulberry Ave, Cliff Cowling Basketball Court, and/or Firefighters Field behind water pump house.

Downtown Area Phase II

1. E. Main Street (both sides) from Walnut to Washington Street

Downtown Area Phase II snow removal dump areas; Cliff Cowling Basketball Court

Washington Area

1. Washington Street (both sides) from Northampton to E. Main St
2. Penn Street (both sides) from Haidle Ave to Washington Street
3. Center Street (both sides) from Craig St to Walnut St

Washington Area snow removal dump areas; Cliff Cowling Basketball Court

(See **Attachment E** for Snow Removal Areas)

(See **Attachment E1 through E3** for additional Guidance)

Cul-de-Sacs (as needed)

1. Turnberry Court
2. Spyglass North
3. Spyglass South

Cul-de-Sac snow removal dump areas; Rehrig Park Parking Lot

Vehicle Speed

- The speed in which the snow removal equipment may travel depends on many factors which include but are not limited to:
 1. Condition of roadway
 2. Condition of vehicle

BOROUGH POLICY



3. Condition of surrounding area which include overall visibility

- Snow removal equipment shall observe the posted speed limit, driving laws and under no circumstances exceed 40 MPH during snow plowing operations.
- During the anti-icing process vehicles spreading rock salt shall under no circumstances exceed 35 MPH.

End of Shift/End of Event

- At the end of each shift, each driver is required to do a post-trip inspection to make sure their assigned vehicle is in good condition and ready to be used by the next assigned driver. Any damage to the vehicle should be reported immediately.

Routes: Routes have been created for the Primary, Secondary, and Tertiary streets within the Borough. See Chapter 625 of the Borough Code of Ordinances for further information.

Up to all three trucks of the Borough's fleet can be utilized for clearing all Tertiary routes.

Maps: Maps for the entire Borough showing the Primary, Secondary, and Tertiary Routes are updated each year by the early Fall. Each driver is given a set of maps and route sheet to follow during their shift.

Accidents / Incidents: Safety while working snow control should be in everyone's mind at all times. If, however, an employee is involved in an accident or an incident, they should utilize the following steps.

- If a life-threatening injury is involved, immediately call 911. Emergency personnel will respond to your location. If the injury is not life-threatening, notify the Snow Boss or Supervisor on duty. You will be given instructions on what to do.
- If an accident is non-injury, call the Borough Manager Office or cell phone. The Police Department will be notified of the situation. **DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL TOLD TO DO SO BY A POLICE OFFICER.** A supervisor will report to the location to fill out the appropriate paperwork

BOROUGH POLICY



documenting the accident (the employee will be required to fill out paperwork as well).

- The Borough is not responsible for damage to mailboxes during snow plowing operations unless the damage was a result of a vehicle crash.
- All accident / incident information is to be forwarded (on the appropriate forms) to the Borough Manager for Insurance Administrator's review. The Borough

Manager will handle any follow-up claims information and is responsible for adjusting claims against the Borough.

Mechanical Assistance: Break downs are unavoidable and will require prompt attention as not to further damage equipment. Public works employees may assist in diagnosing and fixing mechanical break downs as they arise. Additional support may be required by an independent third-party.

Snow Storage: In the event that a snow storm requires snow to be transported to another location because of very large amounts:

- Snow may be stored at the Cliff Cowling basketball court or Firefighters Park.
- If possible, a loader or loader/backhoe along with dump trucks will be scheduled to haul the excess snow to the designated area or areas during low traffic times.
- The areas requiring snow removal will be closed until enough snow can be hauled away so normal traffic can travel on these roads safely.

(See also 'Designated Snow Removal Zones' with associated Attachments)

Spring Equipment Clean-Up: On or around the first of April each year, Public Works Department will take several days to clean up all snow related equipment. This will insure that equipment is in good operating condition for the next year's winter weather season.

Materials

BOROUGH POLICY



Material Type and Usage: The Borough bases its use of materials on the “Sensible Salting Guidelines” from the Salt Institute (www.saltinstitute.org). During the winter season various combinations salt or a salt/sand mix may be utilized on Primary, Secondary and Tertiary streets. The amount of salt placed on streets may be less than is recommended by the “Sensible Salting Guidelines”. Straight salt will be used under most circumstances.

Salt brine may be applied as a pre-treatment before winter weather events occur. A calcium chloride material will be utilized in conjunction with the salt/sand mix and will be applied at a rate not to exceed 50 gallons per lane mile.

Salt Supply: There is one (1) salt bin located at the Public Works Facility which holds a total of 200 tons of salt. During the snow season, orders for replacement salt are placed by a public works crewmember as supplies are depleted to no further than 50 percent normal storage facility capacity. However, due to many other entities needing salt supplies at the same time, the Borough has endeavored to have on hand (in the bin) a salt supply that will last the entire winter season.

Salt Brine: Salt brine is made by mixing rock salt with water. The resulting brine should be a 23.3% NaCl solution. The proportion of salt to water is critical to the effectiveness of the brine. Too much or too little salt effects the freeze point depressing qualities of the brine. The proper brine mixture is 23.3% salt content by weight. This is the concentration at which salt brine has the lowest freezing point, -6 degrees F. It is known as the eutectic point. This percentage is measured with a salometer, a specialized hydrometer. Salt is added to the water until an 88.3% measurement on the salometer is obtained. This results in the proper 23.3% salt content. (Source The Snowfighter’s Handbook published by the Salt Institute pg. 14)

- Accurate weather and road surface information are critical for the efficient use of anti-icing chemicals. Road surface temperatures, precipitation amounts and form, wind conditions, and road environment (sunlight exposure, surface conditions, bridges, etc.) all affect the use and application of anti-icing measures.
- Understanding the freeze point depressing qualities of brine is important to its use and application as an anti-icing agent. (See the Phase Diagram for Salt.) As one can see on the chart, the minimum freeze point of salt brine is -6 degrees F at a concentration of 23.3%. Road surface temperatures are indicated on the side of the chart, solution concentrations along the bottom. The line represents the freeze point of the solution at a given temperature. The colored portion in the

BOROUGH POLICY



center of the chart shows the melting range of brine solutions. The area to the left shows the results of a solution with too little salt, the road surface will refreeze unless more salt brine or deicing salt is applied. The area to the right shows the results with too much salt, and once again the surface will freeze without the introduction of more moisture. As one can see, additional precipitation and heavy traffic can dilute the brine solution allowing the road to refreeze. **ADDITIONAL PRECIPITATION ALWAYS RESULTS IN A DILUTION OF BRINE AT THE ROAD SURFACE.** (Source The Snowfighter's Handbook published by the Salt Institute pg. 15)

BOROUGH POLICY



Hydrometer/Salometer Chart for Salt Brine		
% Salt	Hydrometer Specific Gravity	Salometer Using 0-100%
0	1.000	0
1	1.007	4
2	1.014	7
3	1.021	11
4	1.028	15
5	1.036	19
6	1.043	22
7	1.051	26
8	1.059	30
9	1.067	33
10	1.074	37
11	1.082	41
12	1.089	44
13	1.097	48
14	1.104	52
15	1.112	56
16	1.119	59
17	1.127	63
18	1.135	67
19	1.143	70
20	1.152	74
21	1.159	78
22	1.168	81
23	1.176	85
24	1.184	89
25	1.193	93
26	1.201	96
27	-	100

Phase Diagram for Salt

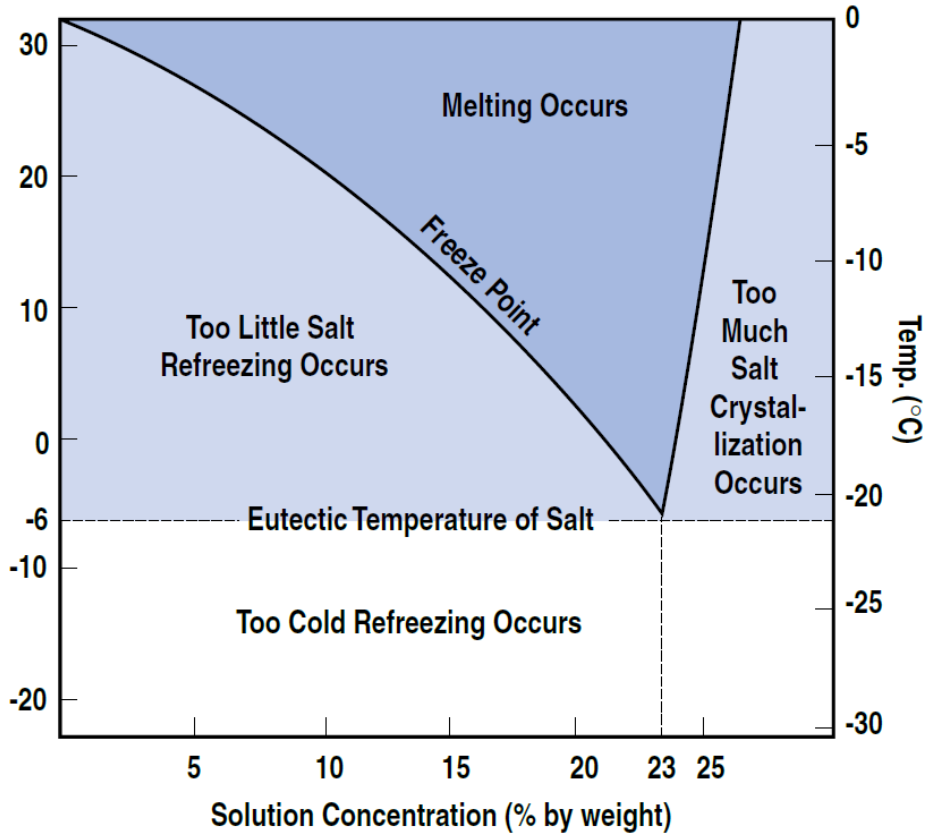


Figure 2 – Salt Effectiveness

(Source: The Snowfighter’s Handbook published by the Salt Institute; p. 14, 15)

BOROUGH POLICY



- The bond between snow and/or ice and the pavement surface must be destroyed by chemical or physical means or a combination of both. If the road surface is wet and temperatures will not cause refreezing, then application of dry salt is appropriate. Necessary moisture is already present so brine will be formed immediately and melting action can begin.
- The application rate will be determined by the amount of snow and ice coverage. Keep in mind the reduced mobility effect as dilution of deicing salt occurs. If snow pack and ice is solid, or temperatures will fall to the point that refreezing will take place, then pre-wetted solid application of deicers may provide more rapid results. Adding moisture to the salt either at loading or at the spinner when applied will jump start the deicing process by providing more moisture to begin the melting process. Spraying liquids is not recommended for packed snow as the liquid destroys surface friction and the brine may become so diluted before melting action is completed that refreezing could occur. Application of brine is an effective treatment for “black ice” conditions.
- Although salt can melt ice at temperatures as low as -6 degrees F, the practical limitation of brine application is considered by the Federal Highway Administration to be around 15 degrees F. Below that temperature, pre-wet with calcium chloride or calcium magnesium chloride mixed with sodium chloride.
- Deicers should be applied close to the crown or high point (center point) of the road. The resulting brine will run downhill from the crown to the rest of the surface. Spinner speed should be low enough to ensure that deicing materials remain on the road surface. Spinner speed and application rates should be higher at intersections and other high traffic areas to spread deicing material over a larger area or in higher concentrations as required by the condition. However, use of the “BLAST” override on automatic controls while stopped at a stop sign or light is not appropriate. Road conditions, temperature, amount of snow and ice cover, storm progress, and traffic conditions all affect deicing application rate.
- Salt brine will not be used on wooden deck bridges.
- The “Stormfighting Guidelines” will assist in determining appropriate application rates. (Source The Snowfighter’s Handbook published by the Salt Institute pg. 16, 17)

BOROUGH POLICY



Sand Supply: Sand, if available, will be stored at the Public Works Facility in preparation for winter use as deemed necessary.

Cinder Supply: Cinder or other abrasive anti-skid material, if available, will be stored at the Public Works Facility in preparation for winter use as deemed necessary.

APPROVED:

Bradford T. Flynn
Borough Manager

Mark A. Saginario
Bath Council President

BOROUGH POLICY



ATTACHMENT A

Pennsylvania Department of Transportation (PennDOT)

State Route 248 / West and East Northampton Avenue
State Route 329 / Race Street
State Route 512 / North and South Walnut Street
State Route 987 / North and South Chestnut Street
State Route 3020 / West and East Main Street

Private Streets

Sleepy Hollow Rd
Park Terrace Ct
Worman Rd
Bridge St
New St
Diamond St
Siegfried St
Beers St
Best St
Maple St
Birch St
Beech St

All other 'paper' streets found on a map but not officially signed by the borough.

Borough maintained streets are demarcated using green background, extruded, white lettering.

BOROUGH POLICY



ATTACHMENT B



Updated 12.21.2018

BOROUGH POLICY



ATTACHMENT C

BOROUGH POLICY



ATTACHMENT D

Stormfighting Practices	
<p>The following chart is designed to combat various types of storms. Local conditions and policies will be the final determining factor.</p>	
<p>Condition 1 Temperature Near 30 Precipitation Snow, sleet or freezing rain Road Surface Wet</p>	<p>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.</p>
<p>Condition 2 Temperature Below 30 or falling Precipitation Snow, sleet or freezing rain Road Surface Wet or Sticky</p>	<p>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.</p>
<p>Condition 3 Temperature Below 20 and falling Precipitation Dry Snow Road Surface Dry</p>	<p>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.</p>
<p>Condition 4 Temperature Below 20 Precipitation Snow, sleet or freezing rain Road Surface Wet</p>	<p>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.</p>
<p>Condition 5 Temperature Below 10 Precipitation Snow or freezing rain Road Surface Accumulation of packed snow or ice</p>	<p>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.</p>
<p><i>Note: The light, 200 lb application called for in Condition 1 and 2 must be repeated often for the duration of the condition.</i></p>	

(Source: The Snowfighter's Handbook published by the Salt Institute; p. 10)

BOROUGH POLICY



ATTACHMENT E



Updated 02.09.2021

BOROUGH POLICY



ATTACHMENT E2

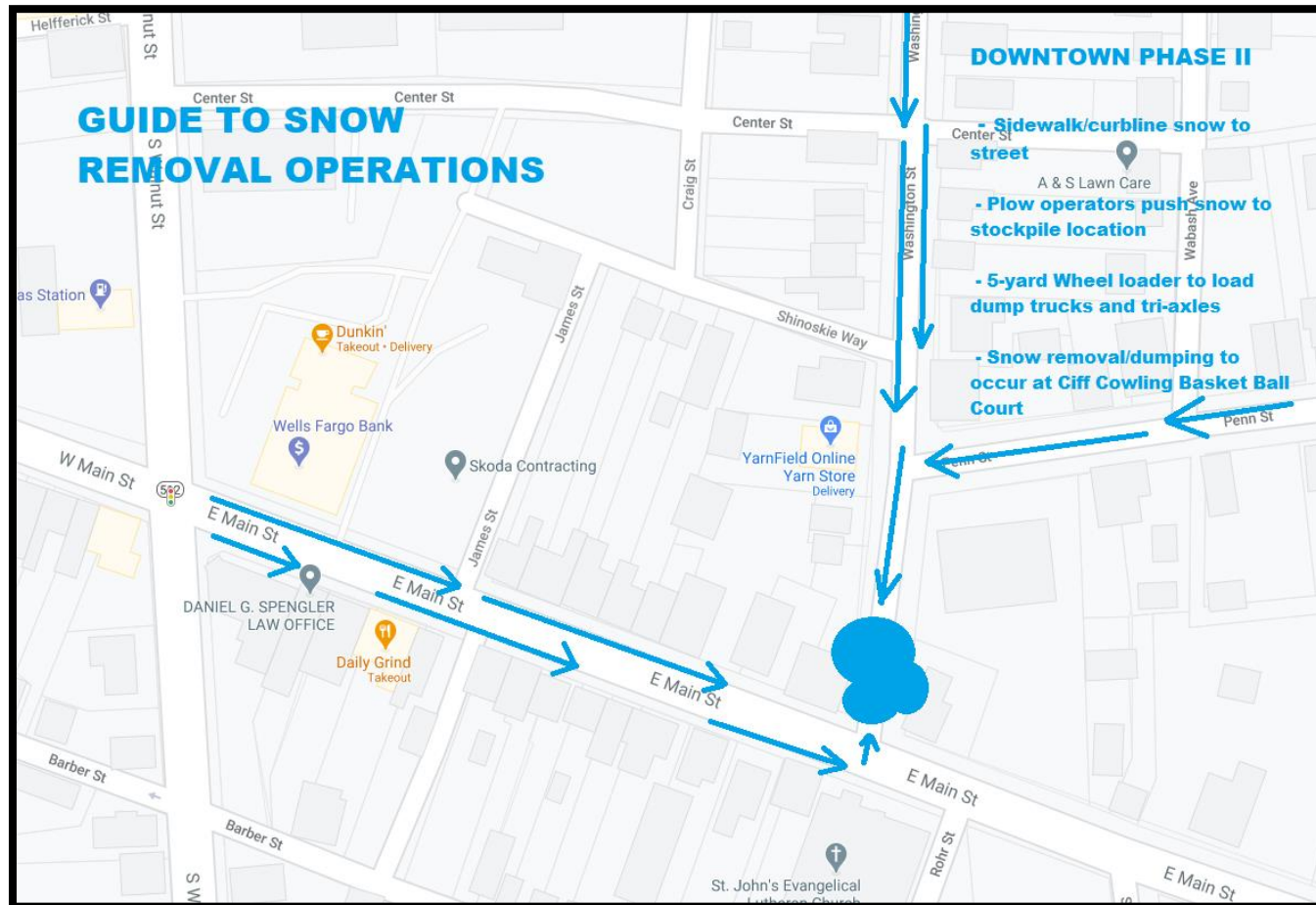


Updated 02.09.2021

BOROUGH POLICY



ATTACHMENT E3



Updated 02.09.2021

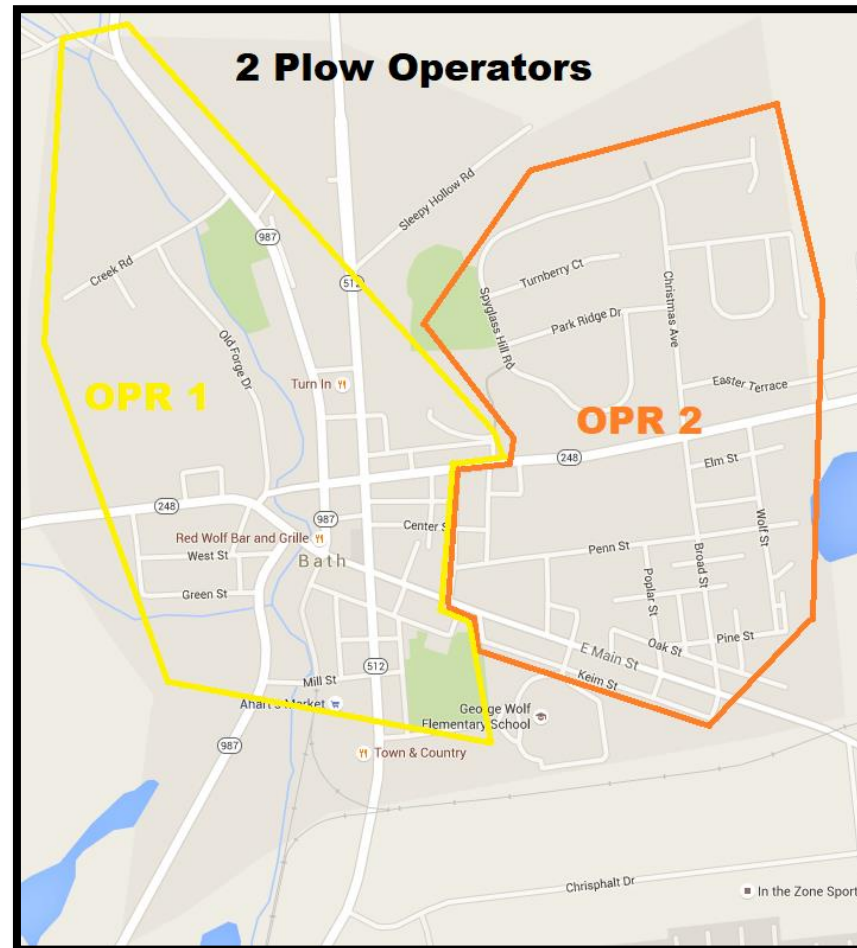
BOROUGH POLICY



Two PW Operators

- Split Borough into two (East/West Operating Zones); Washington Street, Fountain divides Borough into East and West areas.
- Operators can cover opposite zones upon communicating such intentions with each other or upon request from either operator; same applies for any scenario.

ATTACHMENT F1



Updated 02.09.2021

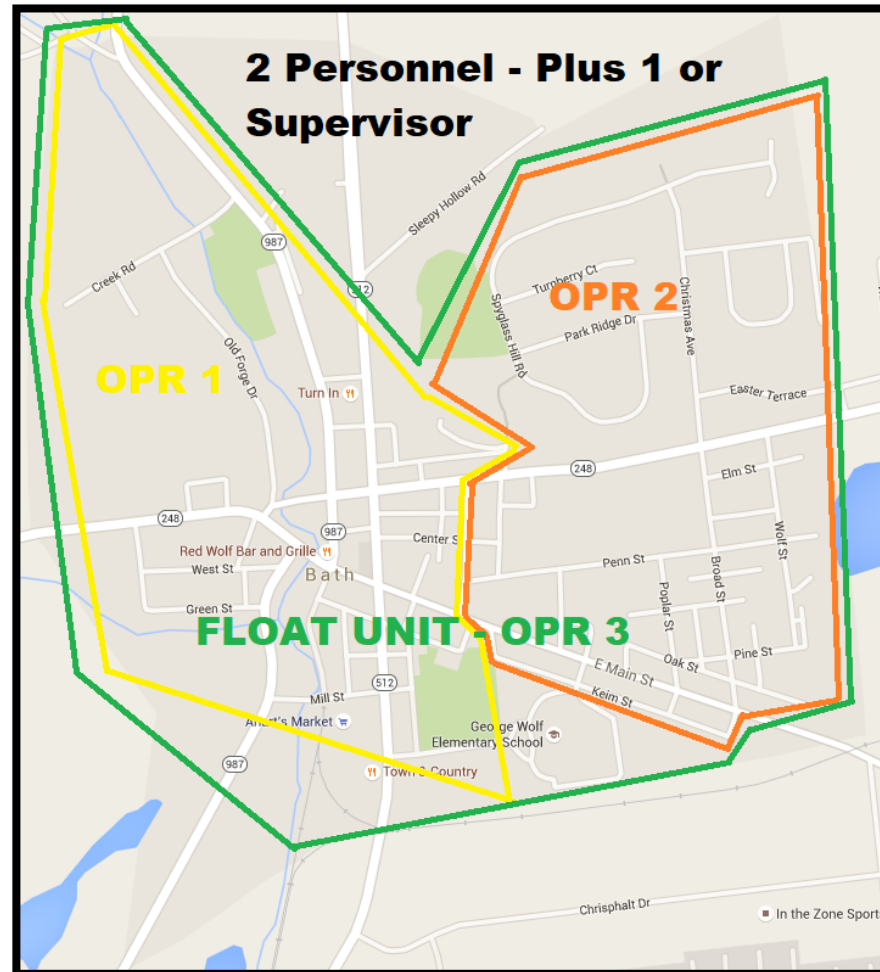
BOROUGH POLICY



Two PW Operators and a Float or Supervisor

- East & West Operator Zones.
- Supervisor or Float Unit operates in both East and West Zones.

ATTACHMENT F2



Updated 02.09.2021

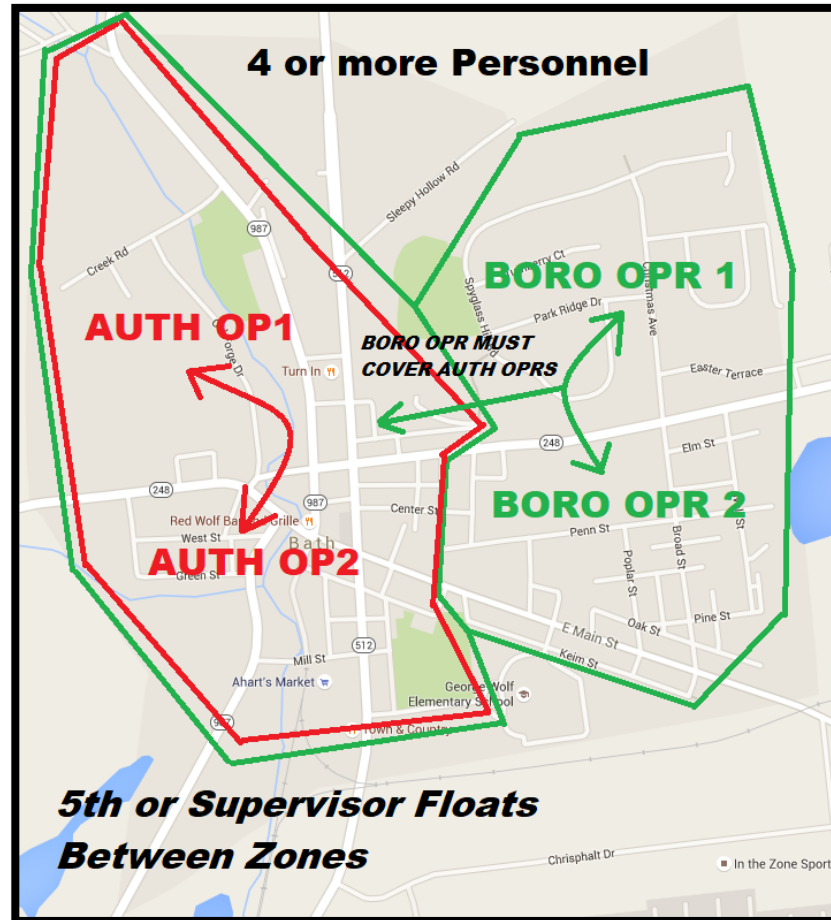
BOROUGH POLICY



Multiple Operators Including Water Authority (WA) Operators

- Borough PW operates in East Zone.
- WA operates in West Zone.
- WA is NEVER to be left alone by PW during any inclement weather event.
- Borough PW is responsible for coverage within the WA operating areas to ensure snow and ice control quality assurance. WA does not have anti-skid or anti-icing capabilities.
- If a supervisor or an additional float unit is on duty, that operator will maintain coverage in both East and West operating zones: **if the supervisor or float is off duty, the senior most PW on duty is in charge under all scenarios.**

ATTACHMENT F3



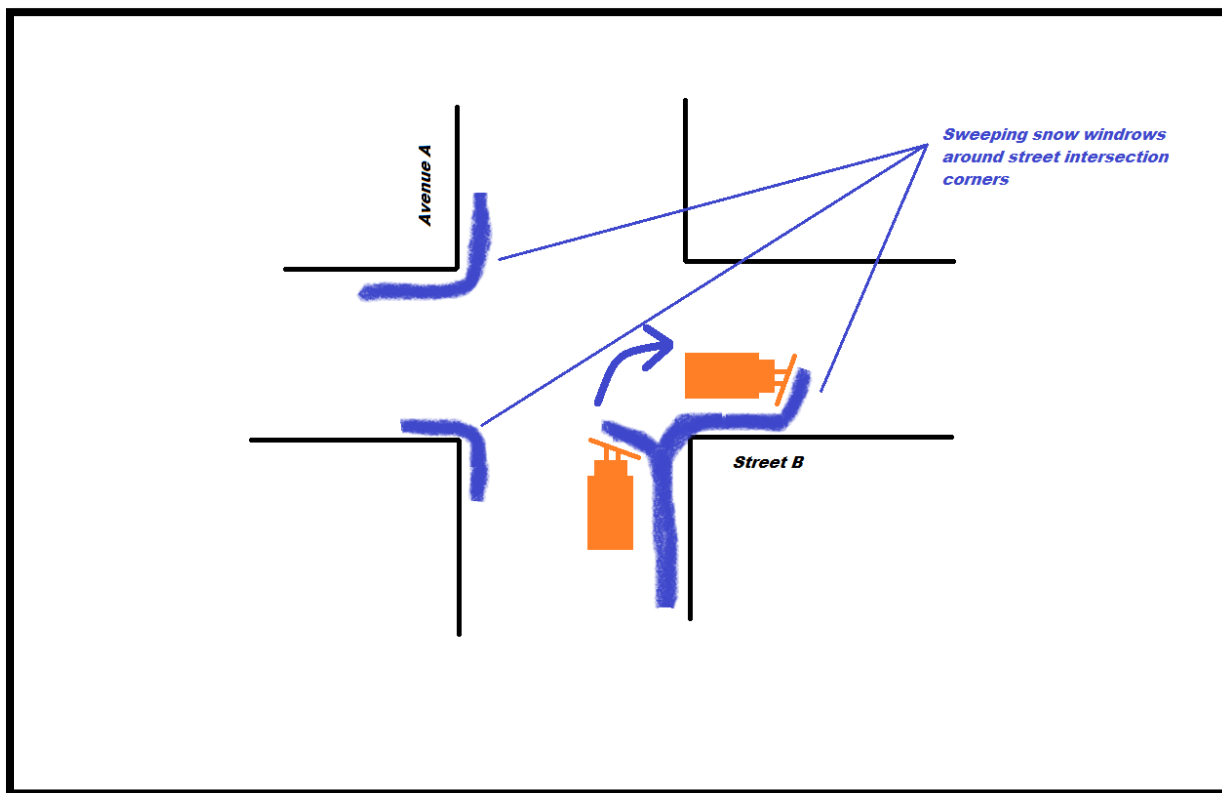
Updated 02.09.2021

BOROUGH POLICY



ATTACHMENT F4

Intersection Plowing Operations Guide



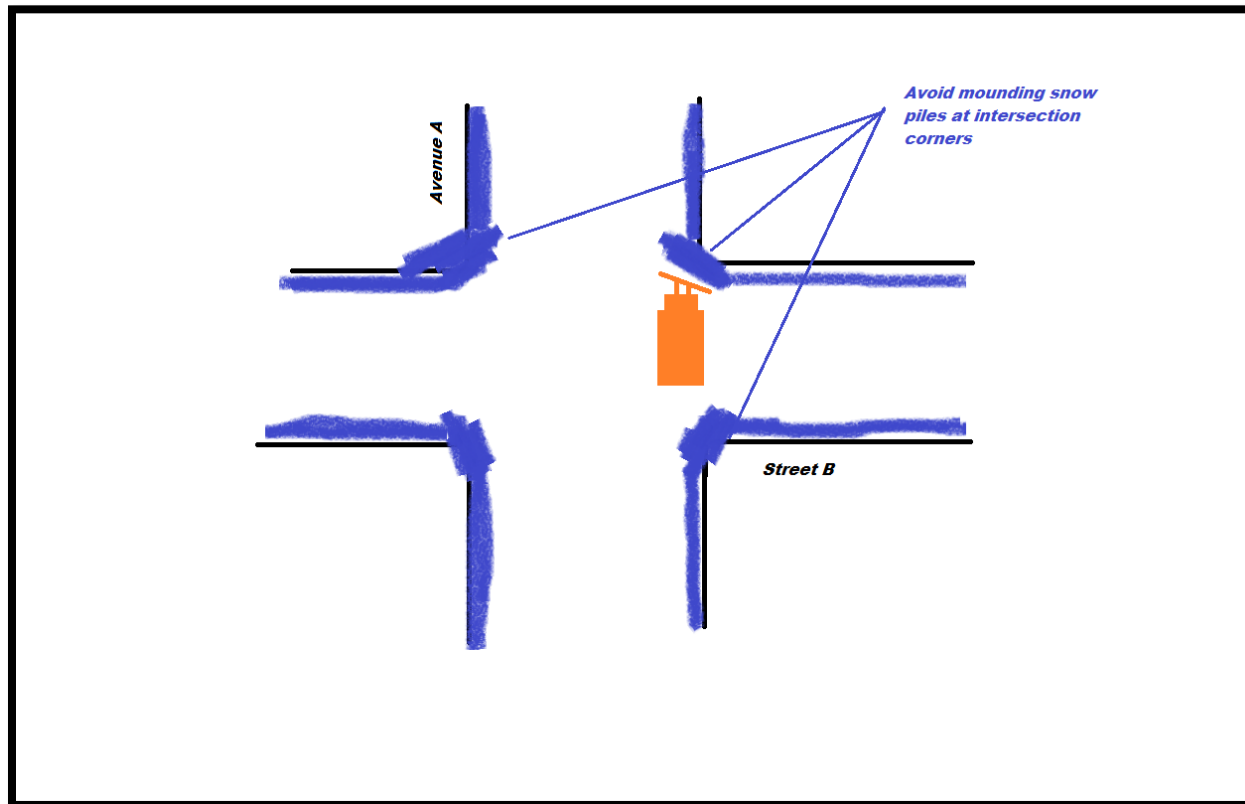
Updated 03/04/2021

BOROUGH POLICY



ATTACHMENT F5

Intersection Plowing Operations Guide



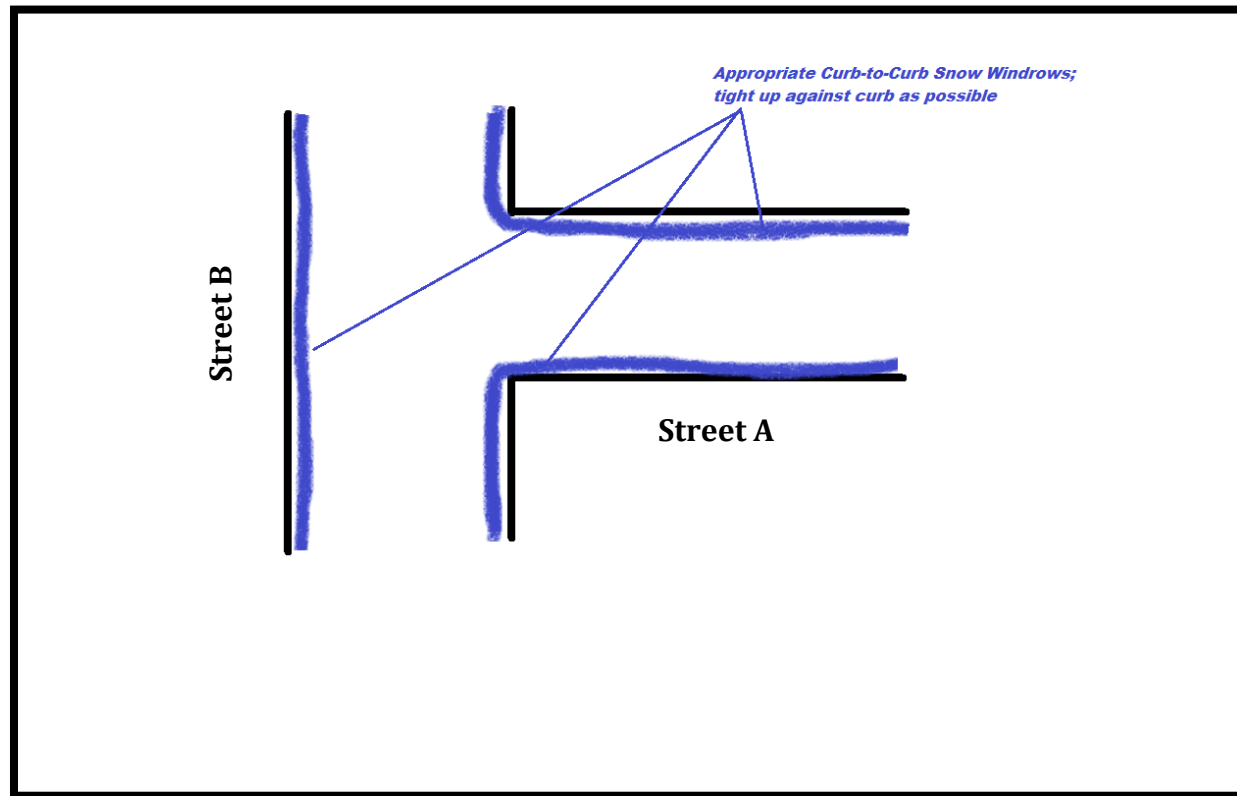
Updated 03/04/2021

BOROUGH POLICY



ATTACHMENT F6

Curb to Curb Plowing Operations Guide



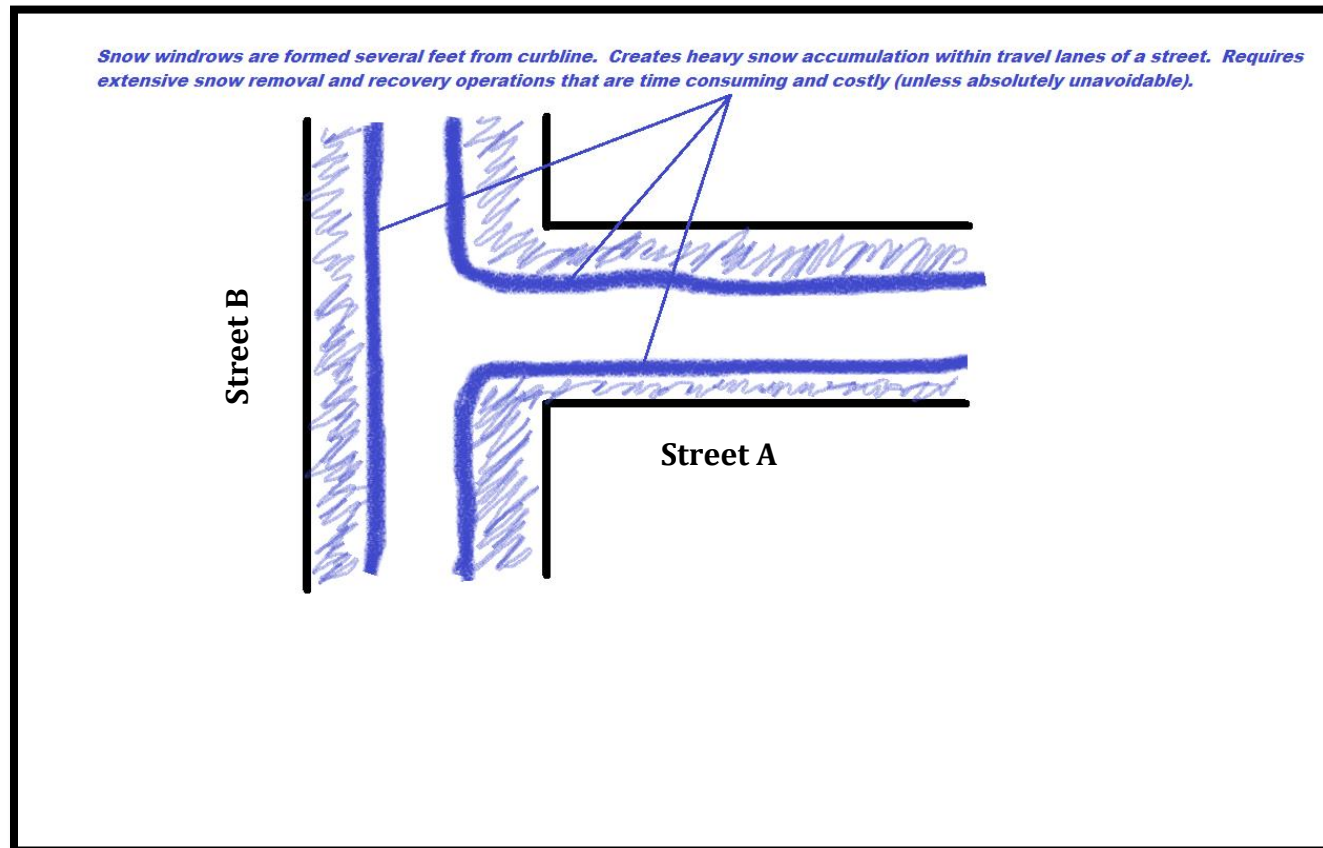
Updated 03/04/2021

BOROUGH POLICY



ATTACHMENT F7

Curb to Curb Plowing Operations Guide



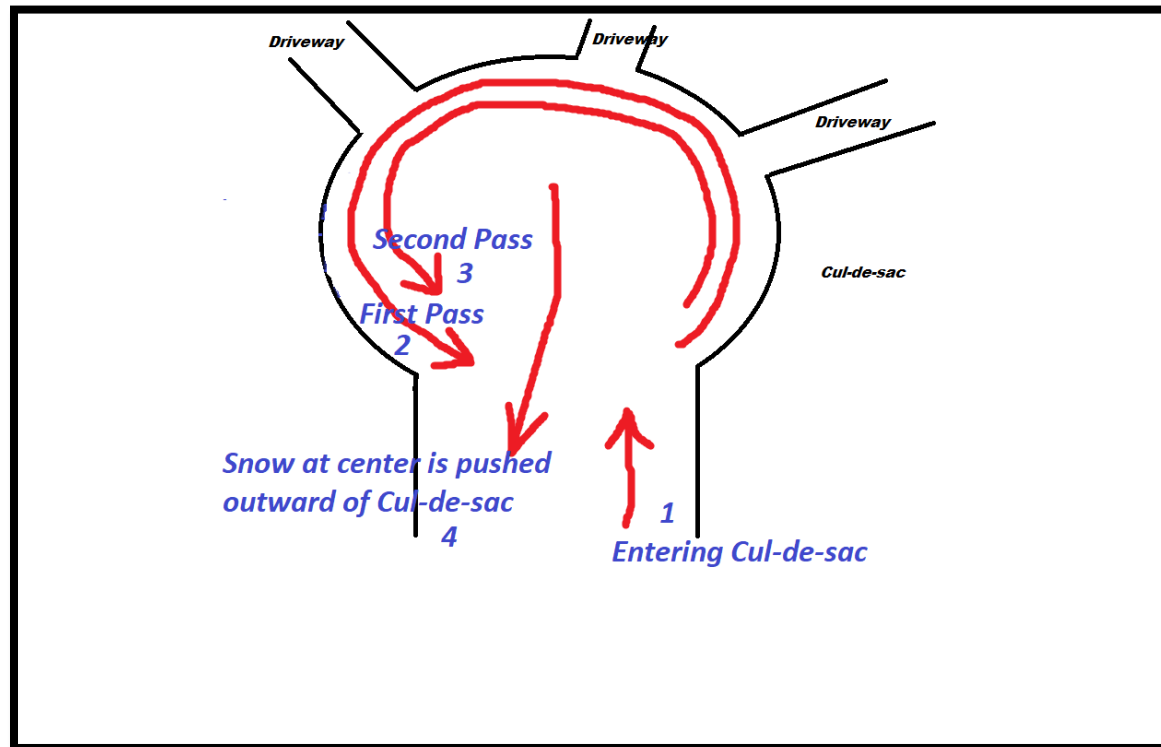
Updated 03/04/2021

BOROUGH POLICY

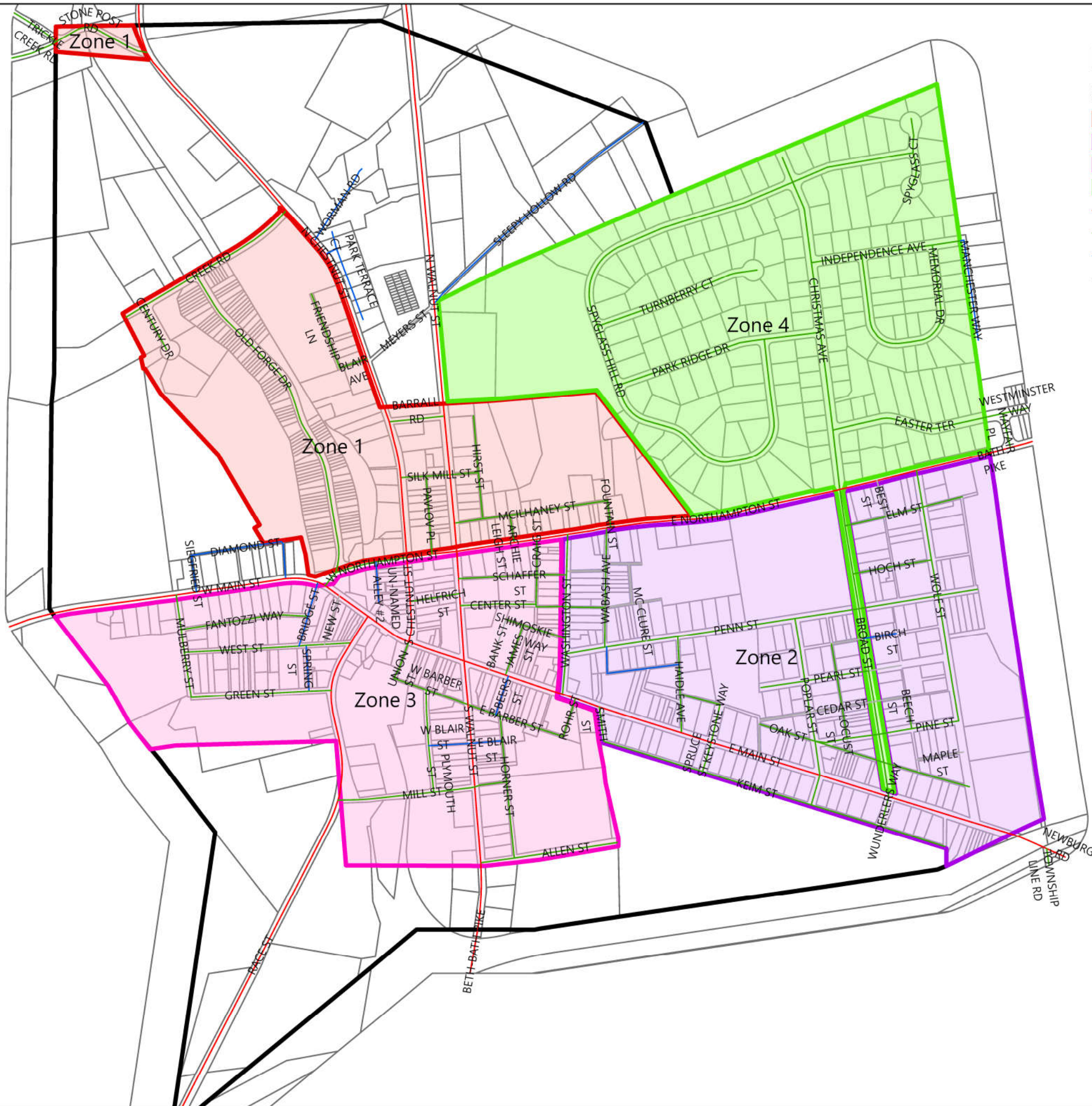


ATTACHMENT F8

Cul-de-Sac Plowing Operations Guide



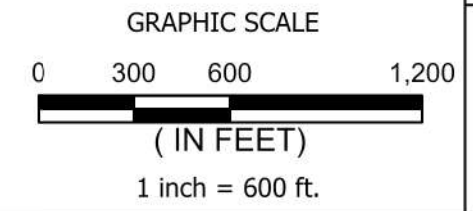
Updated 03/04/2021



Legend

Snow and Leaf Collection Zones

- Zone 1
- Zone 2
- Zone 3
- Zone 4
- State Roads
- Dedicated Roads
- Private Roads
- Paper Street - Nonexistent



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www.KCEinc.com

SNOW & LEAF COLLECTION MAP

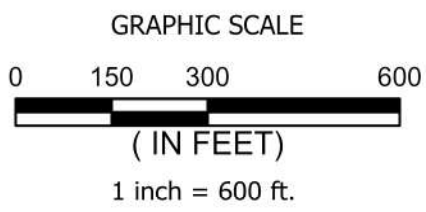
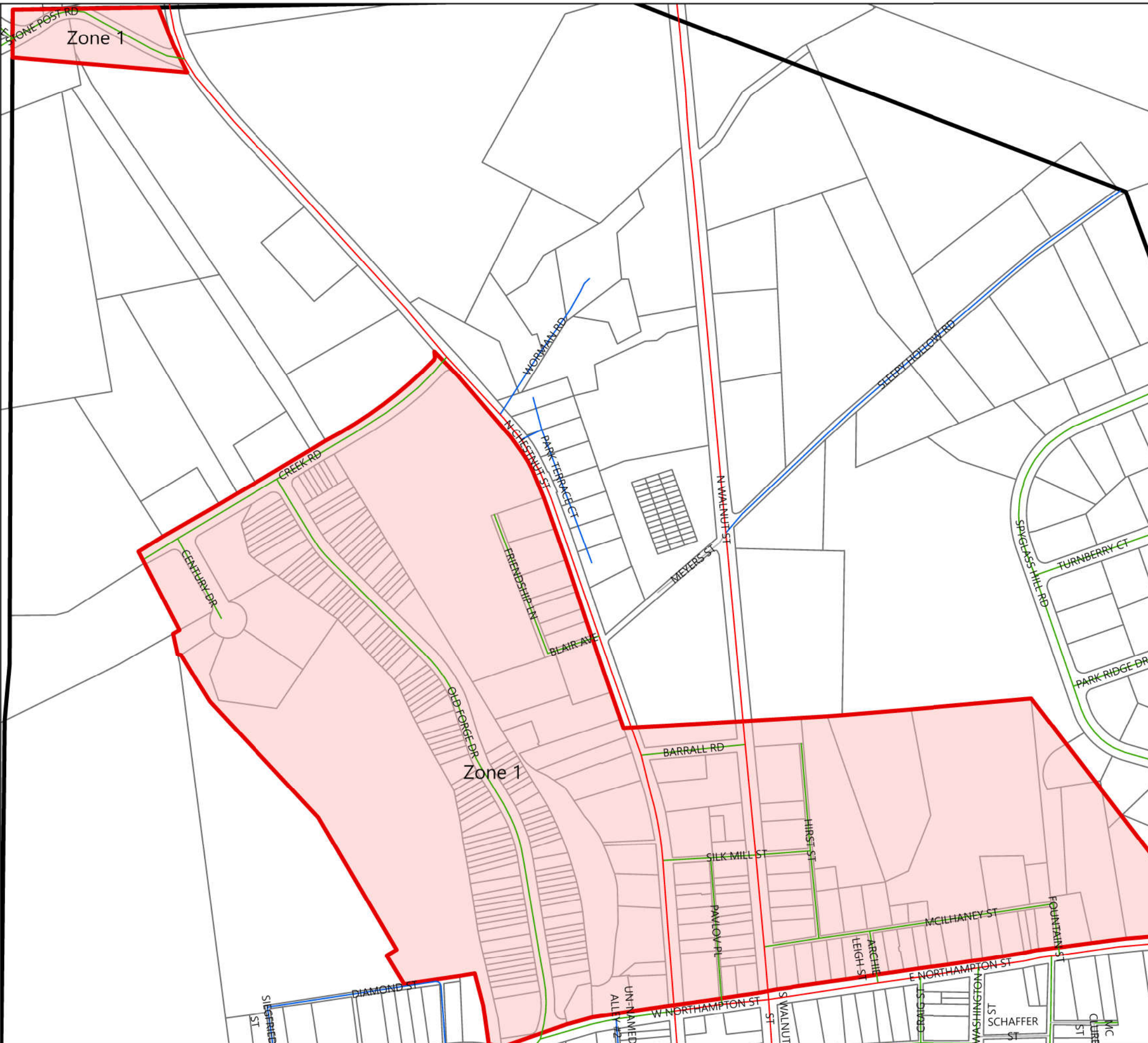
OVERALL ZONE MAP

BOROUGH OF BATH
NORTHAMPTON COUNTY, PENNSYLVANIA

DESIGNED BY:	HW	DATE:	2021-08-11	SCALE:	1" = 600'
DRAWN BY:	HW	CHECKED BY:	RC	JOB NUMBER:	BATH-21-001
REVISIONS:	BY:	DATE:			
	HW	08/23			
SHEET:		1 of 1			

Zone 1 Roads:

- Archie Leigh Street
- Barrall Road
- Blair Avenue
- Century Drive
- Creek Road
- Fountain Street
- Friendship Lane
- Hirst Street
- McIlhaney Street
- Old Forge Drive
- Pavlov Place
- Silk Mill Street
- Stone Post Road



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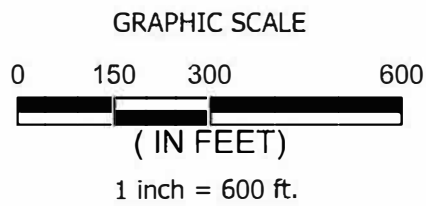
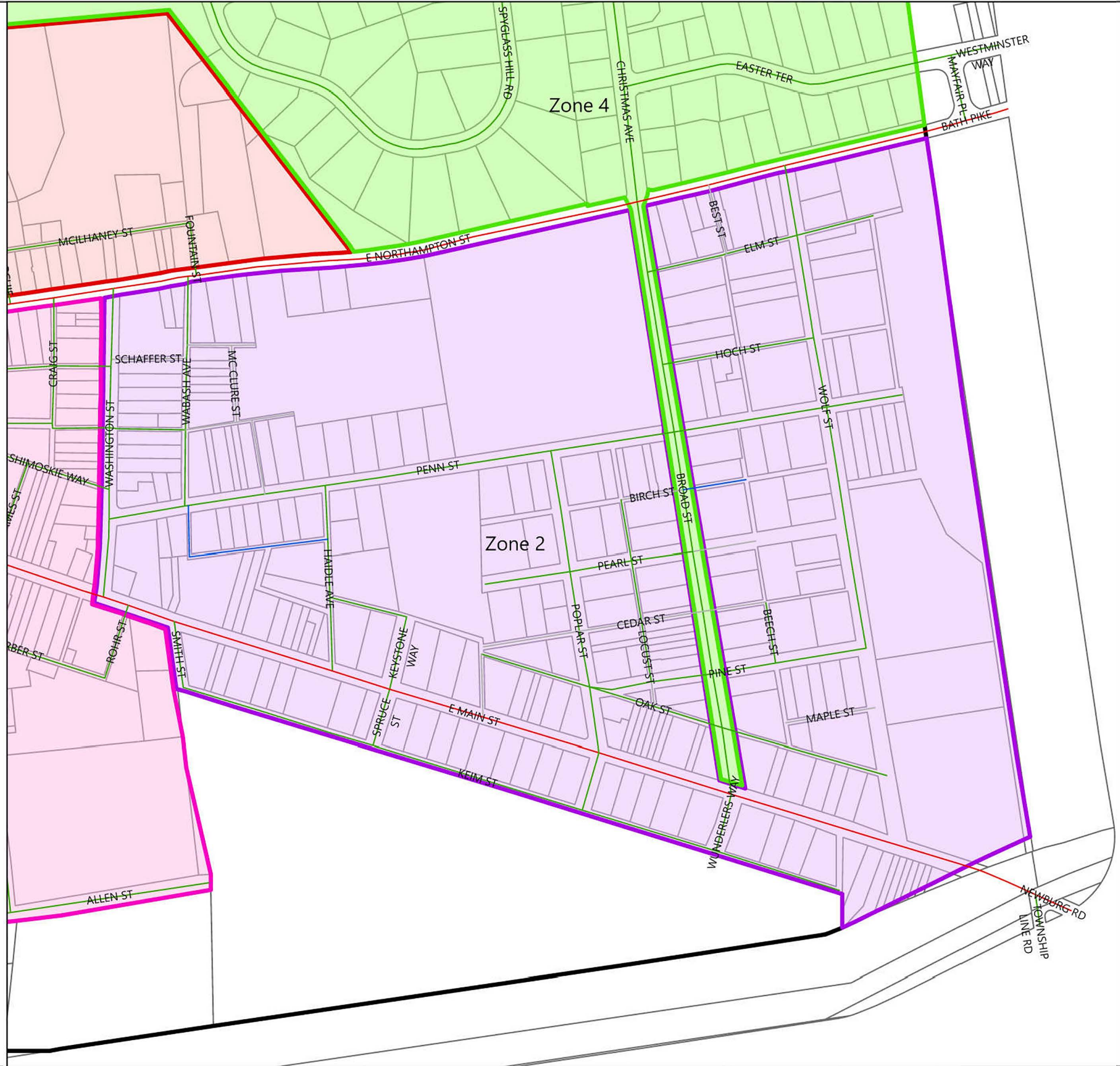
SNOW & LEAF COLLECTION MAP
 ZONE 1 MAP
 BOROUGH OF BATH
 NORTHAMPTON COUNTY, PENNSYLVANIA

REVISIONS	DATE
HW	2021-08-23
HW	RC
HW	2021-08-11
HW	1" = 300'
HW	BATH-21-001
HW	1 of 1

DESIGNED BY:
 DRAWN BY:
 CHECKED BY:
 DATE:
 SCALE:
 JOB NUMBER:
 SHEET:

Zone 2 Roads:

- Center St
- Elm Street
- Haidle Avenue
- Hoch Street
- Keim Street
- Keystone Way
- Locust Street
- Oak Street
- Pearl Street
- Penn Street
- Pine Street
- Poplar Street
- Smith Street
- Spruce Street
- Wabash Avenue
- Washington Street
- Wolf Street
- Wunderler's Way



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SNOW & LEAF COLLECTION MAP

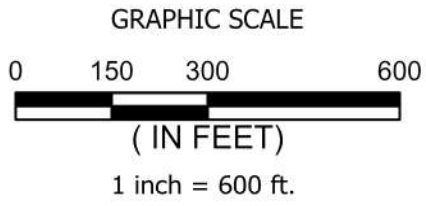
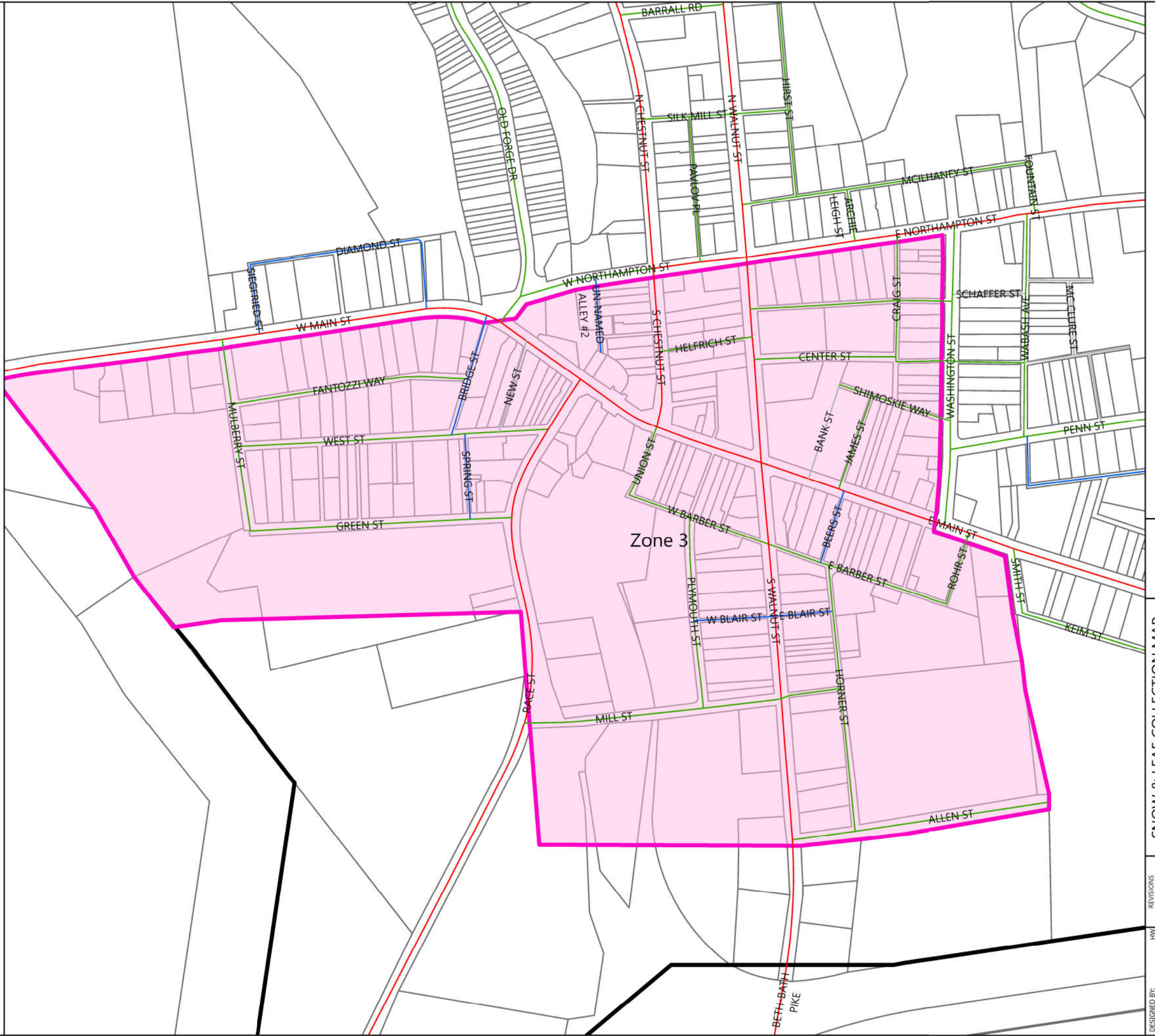
ZONE 2 MAP

BOROUGH OF BATH
 NORTHAMPTON COUNTY, PENNSYLVANIA

DESIGNED BY:	REVISIONS	DATE
HW	HW	2021-08-23
RC	RC	
DATE:	2021-08-11	
SCALE:	1" = 300'	
JOB NUMBER:	BATH-21-001	
SHEET:	1 of 1	

Zone 3 Roads:

- Allen Street
- East and West Barber Street
- Center Street
- Craig Street
- Fantozzi Way
- Green Street
- Helfrich Street
- Horner Street
- James Street
- Mill Street
- Mulberry Street
- New Street
- Plymouth Street
- Rohr Street
- Schaffer Street
- Shimoskie Way
- Union Street
- West Street



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SNOW & LEAF COLLECTION MAP

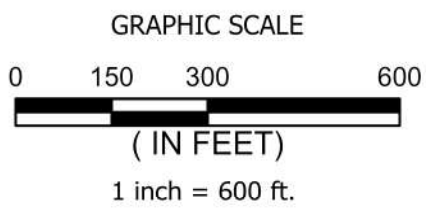
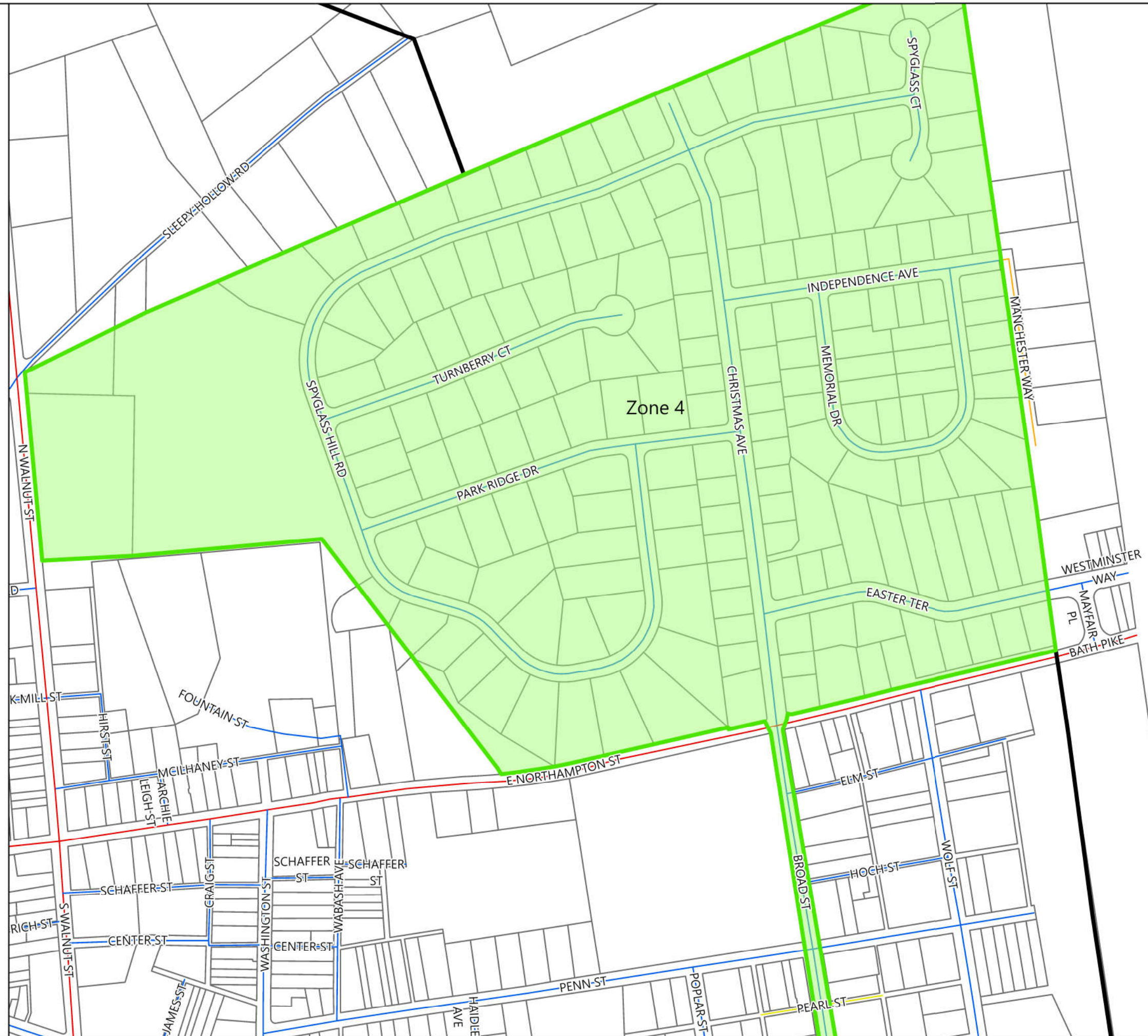
ZONE 3 MAP

BOROUGH OF BATH
 NORTHAMPTON COUNTY, PENNSYLVANIA

DESIGNED BY:	HW	DATE
	HW	2021-08-23
REVISIONS	BY	DATE
	HW	2021-08-23
	RC	2021-08-11
DRAWN BY:	HW	
CHECKED BY:	RC	
DATE:	2021-08-11	
SCALE:	1" = 600'	
JOB NUMBER:	BATH-21-001	
SHEET:	1 of 1	

Zone 4 Roads:

- Broad Street
- Christmas Avenue
- Easter Terrace
- Independence Avenue
- Memorial Drive
- Park Ridge Drive
- Spyglass Court
- Spyglass Hill Road
- Turnberry Court



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SNOW & LEAF COLLECTION MAP	
ZONE 4 MAP	
BOROUGH OF BATH NORTHAMPTON COUNTY, PENNSYLVANIA	
DESIGNED BY:	HW
DRAWN BY:	HW
CHECKED BY:	RC
DATE:	2021-08-11
SCALE:	1" = 600'
JOB NUMBER:	BATH-21-001
SHEET:	1 of 1

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