

# BOROUGH POLICY



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**Policy Number: PW-2016-01**

Reference:

Adopted By:

Bath Borough Council 04-04-2016

Bath Borough Council

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Prepared By: Borough Manager

Date: March 21, 2016

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Title: **Street Sweeping Policy**

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## Policy

**Policy Statement:** The Borough of Bath is committed to increasing the overall health, safety and welfare of residents and visitors. The Borough is also part of the Monocacy Creek watershed sharing the responsibility of maintaining local and regional environmental impacts from road debris and other materials that infiltrate the state's water systems. With five state highways throughout the Borough, in addition to municipally ordained streets, there is high vehicular and truck traffic that often times leaves Borough streets dusty, full of grime, grit, lined with litter, decreasing the sightlines of the community. It is the policy of the Borough of Bath to remain committed to keeping Borough streets clean and clear of street waste that could otherwise be a detriment to public health, beautification, and harmful to local watersheds.

**Purpose:** The purpose of this policy is to provide the Borough of Bath procedures for street sweeping. The Borough believes it is in the best interest of the residents for the Borough to assume the basic responsibility of sweeping public streets. Reasonable sweeping is necessary for vehicle and pedestrian safety, water quality issues, environmental concerns and to comply with requirements set forth by the Borough's Municipal Separate Storm Sewer System (MS4) plan and its storm water permit with the Pennsylvania Department of Environmental Protection (PA DEP).

The Borough will provide this service in a cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns. The Borough will use its own employees, equipment and/or private contractors to provide this service. Completion dates are dependent upon weather conditions, personnel and equipment availability.

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## Procedure:

1. Street sweeping is a slow process with an average speed for the first sweeping in spring of two (2) to three (3) miles per hour. The Borough will use its own employees, equipment and/or private contractors to provide this service. Typically, centerlines are swept after gutter lines are swept. Equipment utilized may include mechanical, vacuum and/or regenerative air sweepers.
2. Priorities/Frequencies. The Borough has classified its streets based on their functions and traffic volumes. The Borough has also defined areas with importance to the welfare of the community. Accordingly, sweeping routes will be designed to provide the maximum possible benefit to higher volume streets and water quality sensitive areas. Please see Attachment A when the street you live on will be street swept.
3. Weather Conditions. Sweeping operations will be conducted when weather conditions permit. Factors that may delay sweeping may include temperatures below thirty-two (32) degrees Fahrenheit, wind, rain, snow and frozen gutter lines. It is the policy of the Borough of Bath to generally begin street sweeping from April 1 until November 1 each year.
4. Work Schedule. Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations. Sweeping will typically be conducted during a regular eight (8) hour workday. Extended workdays and shift changes may be necessary for spring sweeping, fall sweeping and emergency conditions to provide maximum efficiency. For safety reasons, no operator will work more than a twelve (12) hour shift in any twenty-four (24) hour period. During the street sweeping year cycle, generally between April 1 to November 1, street sweeping will occur at a minimum of every other week or twice per month for several months in accordance with Borough zones (see Attachment A).
5. Safety Concerns. Sand, sealcoat aggregate or other sediment and debris on Borough streets can create a dangerous condition for vehicles, motorcyclists, bicyclists and pedestrians. It is not practical to sign all streets for potentially dangerous conditions. During seal coating, grinding, milling and crack sealing operations, warning signs indicating loose rock will be placed on each end of the project limits and other areas deemed necessary by the Borough Manager. These signs will remain in place until street sweeping is complete per this policy.

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6. Training. The Borough will provide training on a regular basis to employees involved in the routine use and maintenance of the street sweeping equipment. At a minimum, training will include:
  - Daily operation check list procedures
  - Reasons for street sweeping
  - Machine operation
  - Trouble-shooting indicators and problems
  - Daily and long-term preventative maintenance
  - Minor repairs
  - Machine and personal safety requirements
7. Complaints. Complaints concerning street sweeping will be taken during normal working hours. Complaints involving access to property or problems requiring immediate attention will be handled on a priority basis as determined by the Borough Manager. The Borough will document all complaints and upgrade this policy as necessary while giving consideration to the constraints of available resources. (Please refer to the Borough of Bath Municipal Complaint Handling Policy AD-2016-01 for further information).
8. Documentation. The Borough will document all of its inspection, maintenance, complaint and emergency responses. The Borough will also document circumstances that limit its ability to comply with this policy. These records will be kept in accordance with the Borough's record retention schedule.
9. This policy is a guide for Borough staff and residents of the community. The Borough Manager, Public Works & Facilities Committee, the Police Chief and the Fire Chief may deviate from this policy if they feel it is in the best interest of the Borough while considering unusual circumstances and emergency conditions.

**APPROVED:**

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Bradford T. Flynn  
Borough Manager

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Mark A. Saginario  
Bath Council President

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## ATTACHMENT A

