



**Town of Moira**  
P.O. Box 150  
522 County Route 6  
Moira, NY 12957  
(518) 529-6080  
[www.townofmoirany.org](http://www.townofmoirany.org)

## **Town of Moira, New York**

### **TOWN HIGHWAY MAINTAINENCE POLICY**

#### **SCOPE**

The Town of Moira employs the following Inspection and Maintenance activities to maximize the function and longevity of the Town's infrastructure.

#### **DELEGATION OF AUTHORITY**

The Town Highway Superintendent or designated staff conducts inspections using a systematic flexible approach to ensure that each facility is inspected each month, 12 months a year, on a rotating schedule.

Inspections are also conducted throughout the year in response to extreme weather and notifications from residents.

#### **TOWN HIGHWAY FACILITIES SUBJECT TO INSPECTIONS**

The facilities subject to inspections include but are not limited to roads, culverts and drainage systems and are inspected for the following:

- Positive drainage and flow velocity Culvert condition and function
- Headwall/end wall function and condition Pooling water
- Obstructions
- Shoulder erosion
- Vegetation growth
- Need for general maintenance or repair.
- Road surface instability, loose stone, loss of road material or crown, erosion  
Potholes, ruts, and washboards
- Adequate cover for shallow cross pipes.
- Run-on flow.
- Established Grade Break and Broad-Based Dip Excessive dust.
- Any issue that may impact safety or be potentially destructive to Town facilities or property.
- Drainage, maintenance, or repair issues that are identified as result of these inspections are incorporated into weekly verbal work assignments to Town Highway employees. Urgent issues are addressed immediately.

#### **TOWN HIGHWAY FACILITIES MAINTAINENCE**

Examples of maintenance activities include but are not limited to the following:



**Town of Moira**  
P.O. Box 150  
522 County Route 6  
Moira, NY 12957  
(518) 529-6080  
[www.townofmoirany.org](http://www.townofmoirany.org)

- Mowing
- Removal of obstructions from culverts
- Culvert replacement/repair
- Vegetation removal from ditches
- Road patching
- Headwall and End wall repair and maintenance
- Shoulder maintenance
- Ditch cleaning
- Regrading of seasonal roads
- Construct Grade Brakes and Broad-Based Dips to address ground clearance issues Re-graveling (surface replenishment)
- Seeding and vegetation reestablishment
- Address or repair any issue that may impact safety or be potentially destructive to Town facilities or property.
- All maintenance activities and repairs are done using the Cornell Highway School protocols and practices.

### **PRIOR POLICY OR PROCEDURES**

This policy replaces and supersedes any prior policy or procedures on this subject matter and becomes effective immediately upon adoption by the Town Board.

### **ANNUAL REVIEW AND AMENDMENTS**

The Town Board shall review this policy annually, and it shall have the power to amend this policy at any time.