

Mailbox Policy

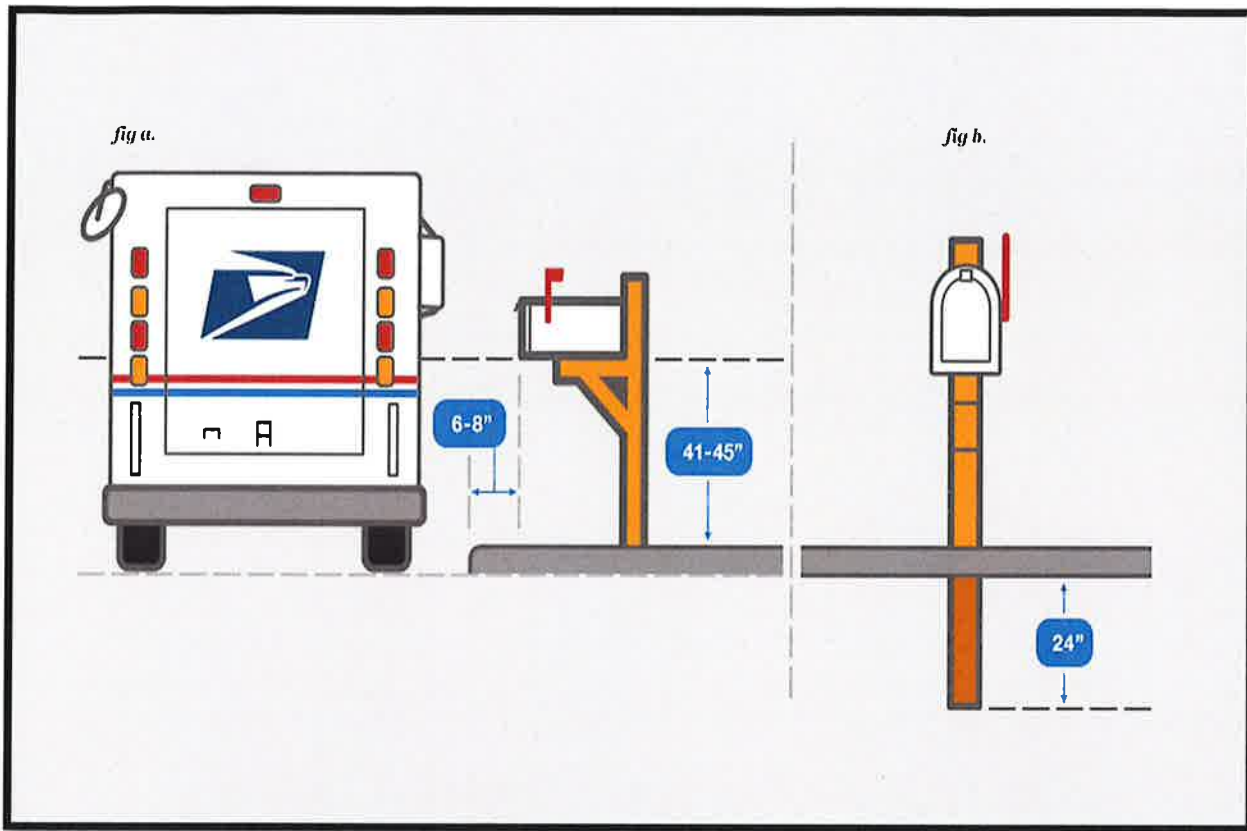
Purpose: The Upper Macungie Township Public Works Department pays close attention while plowing to avoid mailboxes located in the road right of way. Mailboxes are rarely hit by plows, however there are instances where this may occur. The purpose of this policy is to address mailbox damage as a result of direct strike by Public Works vehicles operating to remove snow.

Scope: This policy applies to residential mailbox damages on roadways maintained by the Upper Macungie Township Department of Public Works.

General:

1. Residents should inspect and evaluate the condition of their mailbox and its support prior to the onset of winter weather. The mailbox and support post may require maintenance or replacement. Residents should make sure mailboxes are firmly attached to the post and the post is constructed sturdily enough to withstand the weight of the snow as it comes off of the snowplow. Homeowners should also check the placement of their mailbox to ensure that it is not leaning in the street and complies with United States Postal Service (USPS) guidelines.
2. Mailboxes may be damaged during snow removal operations by a direct strike from township equipment or by the force of the snow being removed from the roadway.
3. The Township will not repair, replace, or reimburse a residential property owner for damage incurred from the force of the snow. The Township may replace a mailbox, post, or both as a result of the direct strike.
4. The Township will not be responsible to replace ornamental mailboxes and / or mailboxes not installed as per the USPS guidelines diagram in this policy, or to repair any lawn areas outside the road right of way associated with the mailbox.
5. With a claim of a direct strike of a mailbox, the Public Works Department will determine if a direct strike occurred.
6. After investigation, the Township will notify the resident of approval or denial of the mailbox claim.
7. In the event the resident suspects a direct strike, the following process shall occur:
 - a. Resident shall notify the township within 48 hours of mailbox damage by phone call or email. A completed website damage form should be forwarded and include photos.

- b. A Public Works Representative will determine if the damage to the mailbox is a result of a direct strike. The representative will also ensure that the mailbox was installed the appropriate distance from the roadway and in accordance with the USPS generally accepted standards. This will be determined by a site visit. The site visit will occur as the Public Works schedule allows. Mailbox and post must be left out in plain sight for inspection.
 - c. If it has been determined that mailbox damage has occurred from a direct strike, the resident may choose one of the following options:
 - i. The Public Works Department will repair or replace the mailbox and post with a standard stock USPS approved metal post and black metal mailbox of the Township's choosing. This replacement will occur as the Public Works schedule allows.
 - ii. Resident can receive a reimbursement for replacement cost of the damaged mailbox to the maximum amount of \$75. Reimbursement will be processed by the Finance Department in a timely manner not to exceed ninety (90) days from submittal of all required documentation, i.e. receipts from retail stores, contractors, etc. The Township will, at its discretion, verify replacement of the mailbox.
8. The Township is not admitting to any liability for damages sustained to a resident's mailbox during snow removal based upon the review or payment of a claim.



Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.