

## **Town of Perry Mailbox Replacement Policy**

### **PURPOSE**

During Town snow and ice control, there is potential for mailboxes to be damaged either by direct contact of Town equipment or by snow cast from Town plows. It is essential that the Town clear the entire width of the Town roads to allow proper traffic flow, drainage, and access to mailboxes, as required by the U. S. Postal Service. The purpose of this policy is to establish guidelines to be followed for the repair and/or replacement of mailboxes by Town equipment during snow removal operations.

### **RESPONSIBILITY**

The Town will not be responsible for the repair and/or replacement of any mailbox or mailbox post unless the damage was a direct result of physical contact of the Town's snow removal equipment. Damage caused by private contractors, private vehicles, accidents not involving Town equipment or from an unknown cause will not be repaired by the Town. The Town will not be responsible to damage to mailboxes as a result of snow rolling off Town plows. The Town will not be responsible for damage to mailboxes that are not properly installed.

### **NOTIFICATION/INSPECTION**

Notification of a broken mailbox or post must be provided to the Public Service Department within 7 days of the damage for repair or replacement by the Town. Town staff will investigate each complaint and determine if the mailbox was damaged as a result of direct contact from Town equipment.

### **PROPER INSTALLATION**

The placement of the mailbox, with respect to the roadway, is important and has a direct impact on the potential for damage. Mailboxes should be installed per U. S. Postal Service standards. The front of the mailbox shall be 6" – 8" behind the face of the roadway and the bottom of the mailbox shall be 41" – 45" above the top of the

roadway. These dimensions allow Town plows to remove snow close to the roadway without contacting the mailbox. Residents should conduct regular inspections and maintenance on their mailboxes.

## **REPLACEMENT**

If a mailbox is actually struck by a Town snow plow or equipment, the Town will repair or replace the mailbox providing it is a standard design that conforms to U. S. Postal Service specifications for minimum height and setback. A temporary mailbox will be installed if necessary, with the permanent replacement installed in the Spring. The replacement mailbox and post will be of a standard type selected by the Town. The resident or property owner can elect to complete the repairs or replacement and request up to \$75.00 reimbursement by the Town. Prior to issuing a reimbursement, the Town will inspect the mailbox to verify correct installation compliant with U. S. Postal Service requirements.

Approved – Town Board, 12/14/2021