

POLICY NO. 2018-001
TOWN OF CLAYTON
MAILBOX INSTALLATION & PLOWING DAMAGE REPLACEMENT POLICY

General:

The Town's Department of Public Works (DPW) has many operations that require various types of vehicles and equipment to work along the street shoulder and curb line. These operations include snow removal and plowing, and mechanical sweeping. Performing these operations requires the DPW to plow or clean as close to the roadside ditch as possible. The DPW takes great care not to damage any property within the Town right-of-way; however, mailboxes do occasionally get damaged.

In the majority of cases, the Town has repaired or replaced many mailboxes that residents claimed were damaged by its various operating vehicles and equipment. Due to the time and cost associated with these repairs and replacements, the Town has established a policy for mailbox repairs and new mailbox installation.

Policy:

The DPW will repair or replace any damaged standard mailbox and/or support post when the following two (2) criteria are met:

1. It is determined that the Town operator actually struck the mail box with the snow plow causing the damage to the mailbox while operating within the street right-of-way (a mail box struck by snow coming off the plow shall not be considered the responsibility of the Town); and
2. The mailbox had been properly installed (e.g., meeting United States Postal Service (USPS) installation guidelines discussed below) and maintained prior to the damage occurring.

USPS Guidelines:

Guidelines established per United States Postal Service (USPS) regulations regarding mailbox installation:

1. Mailboxes shall be installed 41 to 45 inches above the street surface to the bottom of the mailbox (see diagram).
2. Mailboxes shall be set back 24 inches from the pavement edge to the mailbox door (see diagram).

Town Guidelines:

1. DO NOT use concrete to secure your mailbox post. Instead, use 1/4" screenings (1/4" gravel with fines) or compacted sand. The Town will not remove concrete and will only

trim broken posts to the top surface of the concrete. Placement of the new post will be to either side of the existing concrete, unless the mailbox owner specifies a new location or removes any existing concrete.

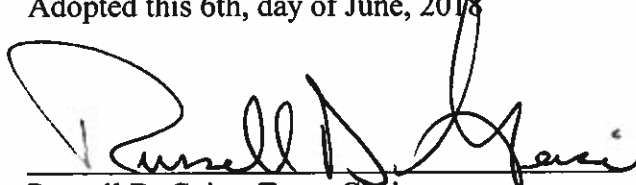
Procedure:

- 1) Upon notification by the property owner, the Town will conduct an investigation of the alleged damage, with the investigation conducted by the Public Works Foreman. If both criteria noted above are met, the Town of Clayton will repair or replace a mailbox with the standard mailbox and/or support post the Town offers. If the mailbox owner does not want the standard mailbox and/or support post, the owner may repair or replace the mailbox/post at his/her own cost. The Town of Clayton will then reimburse the mailbox owner up to a maximum of \$50.00 (submission of original receipts is required).
- 2) The Town shall not replace decorative mailboxes in kind. Should the investigation determine that a decorative mailbox was damaged by Town equipment, the property owner shall receive a check to cover replacement in kind, not to exceed \$50.00 (submission of original receipts is required).
- 3) As a service to our residents, the DPW will install a temporary mailbox where the existing mailbox is deemed unusable, regardless of fault. The temporary mailbox may remain until the permanent mailbox has been installed for a duration not-to-exceed three (3) months.
- 4) Should the property owner dispute the findings of the Department of Public Works, they may request the matter be placed on the agenda for the next available meeting of the Town Board for discussion and action.

This policy shall be in full force and effect upon its passage by the Town Board of Supervisors.

Vote: Yes: 5 No: 0 Abstain: 0

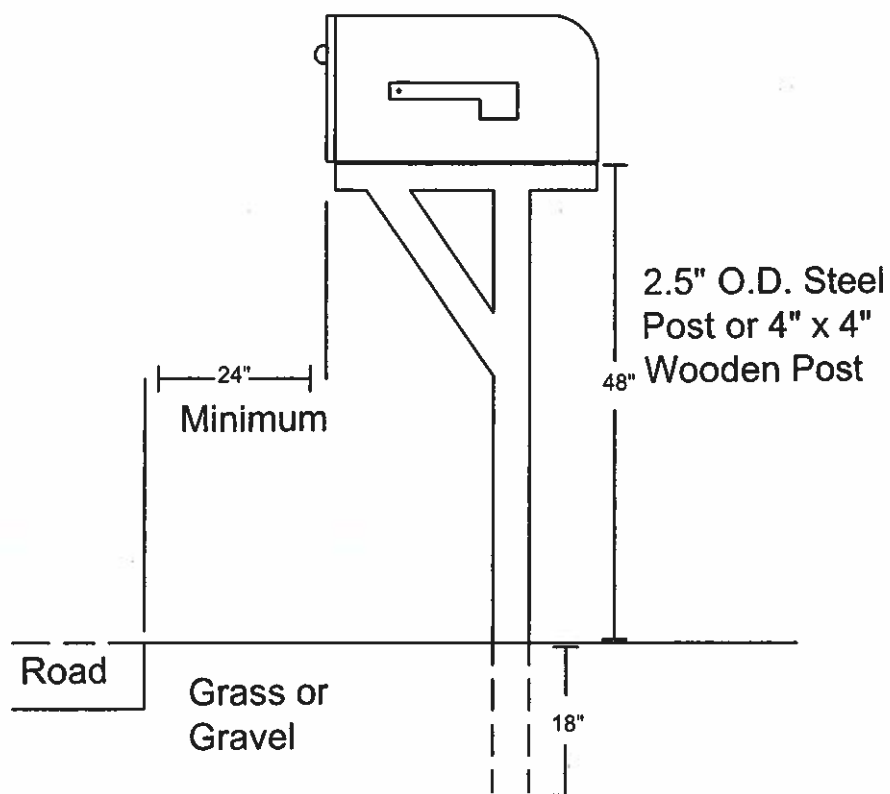
Adopted this 6th, day of June, 2018


Russell D. Geise, Town Chair

Attest:


Richard Johnston, Town Administrator/Clerk

Figure 1



Rural Road