

**DELAWARE COUNTY SECONDARY ROAD DEPARTMENT  
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Mailbox Replacement Policy During Snow Removal

Background:

Delaware County Ordinance Number 3, An Ordinance to Establish the Policy and Level of Service in Respect to Clearance of Snow or Ice and Maintenance of this County's Secondary Roads During the Winter Months, better known as the Snow Ordinance, has a provision for the replacement or repair of mailboxes in county right of way that are struck by a snow plow during snow removal operations. Mailboxes damaged from the force of snow thrown from the plow are not replaced or repaired by the county. Mailboxes actually hit by a plow are replaced by the county. County policy is to replace a mailbox and support that has been struck by a plow with a new support meeting collision breakaway standards and to provide a new U.S. Postal Service approved mailbox.

Some residents have chosen to use more expensive and/or decorative rural mailboxes and supports. The county secondary road does not recommend that more than the minimal mailbox meeting U.S. Postal Service standards is placed in the right of way due to the possibility of accidental damage or intentional vandalism to objects placed within the right of way. As long as these alternative mailboxes and supports do not create an obstruction in the right of way, the county tolerates the installation of more "personalized" mailboxes. This policy is being created to allow residents for whom the standard rural mailbox is not acceptable to receive a cash payout toward a new mailbox when damage to their mailbox from being struck by a plow occurs during snow removal.

Policy:

If a rural resident suffers damage to their mailbox and/or mailbox support due to county snow removal units striking the mailbox, the resident will be given the option of having the county replace the mailbox with a standard rural box placed on a support meeting county standards for collision breakaway or receive a cash payment toward a mailbox and support of the resident's choosing. The maximum reimbursement that the county will provide is equal to the cost of the standard mailbox and county approved support post, plus one half hour of labor for the installation. The county engineer will apprise the Board of Supervisors annually as to the cost of the support and new mailbox for implementation of this policy.

The maximum reimbursement available for a damaged mailbox for the winter of 2008-09 is \$30.00. To be eligible for payment of the cost of the county mailbox, the resident must present the county engineer's office a receipt for the cost of their new mailbox and support. The county will pay the cost of the new box and support or the approved maximum replacement cost, whichever is less, upon receipt of the request and

documented replacement cost. Payment will be made at the next county claim payment date following the receipt of the request.

APPROVED:

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Shirley Helmrichs, Chair-Delaware County Board of Supervisors

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Mark J. Nahra, Delaware County Engineer

Attachments: