

# **East Pennsboro Township**

## **Damage to Mailboxes**

In order to provide a fair and uniform resolution to incidents involving mailboxes damaged by a Township snowplow, East Pennsboro Township adheres to the following policy concerning repair/replacement of mailboxes.

If a mailbox has been physically struck by a Township snowplow it must be reported to the Public Works Department within 48 hours. A representative from the Public Works Department will investigate and deliver a temporary mailbox if needed.

If it is determined the mailbox was indeed struck directly by a Township truck or snowplow and the mailbox was installed in accordance with the United States Postal Service's Mailbox specifications (41" to 45" off the ground and back 6" to 8" from behind the curb), the Township will replace the existing mailbox and post with a standard mailbox and post as soon as workload permits. Custom mailboxes and posts will not be replaced in-kind. The Township will instead offer a reimbursement not to exceed \$50.00 for damage to custom mailboxes. In this instance, it shall be the responsibility of the homeowner to make the necessary repairs and provide a receipt for reimbursement. No mailbox or post will be considered for replacement or reimbursement if the post shows dry rot, excessive rust or is otherwise unstable or was placed too close to the roadway. Please refer to the attached United States Postal Service drawing for proper mailbox installation.

The following is PennDOT's policy on mailboxes:

"PennDOT allows property owners to place mailboxes within the limits of the legal right-of-way out of respect for the U.S. Postal Service's need to deliver, and mail customers' convenience of delivery. But because those boxes are within the right-of-way, damages are the responsibility of the property owner."

Basketball hoops and any other similar personal property placed within Township right-of-way are not permitted and will not be replaced, repaired or reimbursed by the Township.

The Roadmaster or a designated representative is authorized to use reasonable discretion in resolving matters involving unusual circumstances.

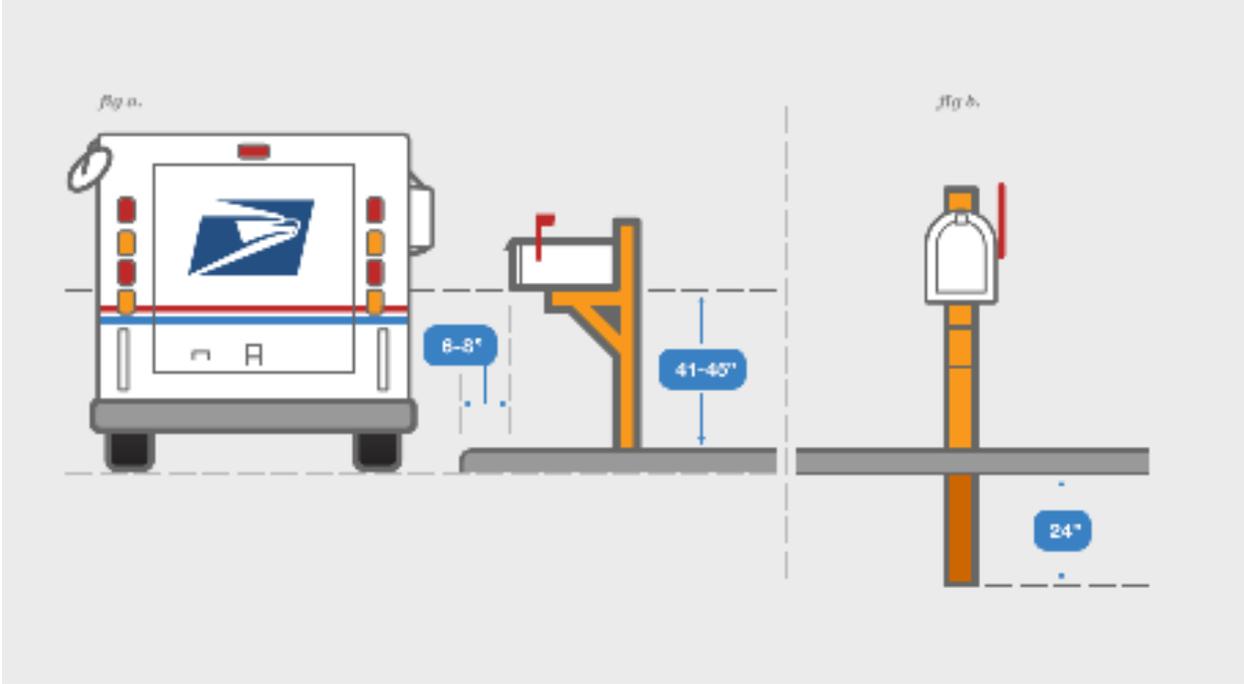


Exhibit 1: United States Postal Service drawing for proper mailbox installation

In order to provide a fair and uniform resolution to incidents involving damages from plowing snow or salting roads, East Pennsboro Township adheres to the following policy concerning repair/replacement of rolled asphalt curbing, concrete curbing, yards and vehicles on the street.

### **Damage to Rolled Asphalt Curb**

In the past, the Township Publics Works Department has, at the request of residents, placed rolled asphalt curbing to help alleviate drainage problems associated with stormwater runoff from the streets in the areas where concrete curbing is not present. This material has been paid for and placed by the Township at no cost to the resident. Asphalt curbing is easily damaged by plowing operations and it shall be the policy of the Department to only replace plow damaged asphalt curbing where the edge of the grass and roadway has been delineated by the property owner prior to plowing, using readily available and inexpensive delineator/snowplow markers specifically made for this purpose and installed in sufficient quantity, alignment and height to effectively show the edge of the property. In instances where the curbing was damaged and the property owner failed to take measures to delineate the edge of the property, the Public Works Department will replace the asphalt curbing only after the property owner agrees in writing they will be invoiced by the Township for the cost of labor and materials to replace the asphalt curbing. PennDOT no longer allows for any rolled asphalt curbing and therefore the Township will not replace any previously installed asphalt curbing along State highways.

### **Damage to Concrete Curbing**

Most plows are fitted with curb guards and every effort is made not to damage concrete curbing; however, curbs lie within the public right-of-way and do occasionally get scratched, chipped or broken. Repairs to damaged curbing will be made on a case by case basis at the discretion of the Roadmaster based upon factors such as age or any other pre-existing condition of the curbing.

### **Damage to Yards**

It is very difficult for the plow operator to determine where the edge of the paved roadway lies in areas without curbing. Grass will only be replaced by the Township where the edge of the yard was delineated by the property owner prior to plowing, using readily available and inexpensive delineator/snowplow markers specifically made for this purpose and installed in sufficient quantity, alignment and height to effectively show the edge of the property. Similarly, the Public Works Department will only re-seed where the plow jumped the concrete curbing and caused considerable damage. The Township respectfully requests that any minor grass damage simply be repaired by the property owner. The Township will not address claims of damage to grass or vegetation from salt, anti-skid aggregates or other de-icing chemicals.

### **Damage to Vehicles**

Plow or equipment operators involved in incidents involving damage to a licensed vehicle or trailer are to remain at the scene and notify the Police Department, who will in turn dispatch a police officer to the scene to make a report. The driver must also immediately notify his/her immediate supervisor. The Township will contact our insurance company as soon as possible for processing and resolution of the claim, as warranted.