



Mailbox Repair and Replacement Policy

Residents of Kingston Township who have sustained mailbox damage during wintertime snow removal operations may only request a consideration for repair or replacement if all the following requirements have been met:

- The mailbox is located a minimum of 6” from the edge of the pavement to the face of the mailbox; and
- The mailbox can withstand the weight of snow removal including, but not limited to, the following characteristics:
 - Mailbox and post are free of rotten wood or rusted metal; and
 - Mailbox and post are sturdy and stable; and
 - Mailbox and post do not have any loose or missing hinges, bolts, or screws.

The procedure for consideration of a request for repair or replacement of a damaged mailbox:

- Complete a Citizen Concern Form found on www.kingstontwp.org or contact a Kingston Township Trustee within 3 days from the date that the damage occurred.
- A Trustee or Road Superintendent will determine which agency is responsible for snow removal on your road, such as: Kingston Township, Delaware County, or the Ohio Department of Transportation (ODOT).
- The property owner(s) will then be contacted by the Trustee to communicate which agency was responsible for snow removal at that address and either provide:
 - Contact information for the appropriate agency; or
 - Schedule a time to meet the property owner(s) for mailbox inspection.
- If the Township is determined to be the agency responsible for snow removal at that address, then the Trustee and Road Superintendent will inspect the mailbox for compliance with the above requirements. If possible, a temporary repair may be made so that mail can be received.
- After the inspection, the Trustee and Road Superintendent will analyze the results of the inspection and determine:
 - whether the mailbox complied with the above requirements; and
 - whether the facts clearly indicate that the damage was the result of a Kingston Township wintertime roadway snow removal operation.
- The Trustee or Road Superintendent will then contact the property owner(s) and inform them of the findings and any plan of action.
- Potential plans of action may include:
 - If the Township officials determine the mailbox met the above requirements and the facts clearly indicate the damage was the result of the Township’s operations, but not involving direct contact with a Township vehicle that was reported as an

accident, the mailbox will be repaired or replaced by the Township, provided that the estimated cost of the same does not exceed \$75.00 per mailbox. If the estimated cost of repair or replacement exceeds that amount, the Township will offer the property owner(s) a Township contribution of \$75.00 to be used for such purposes.

- If the Township officials determine the mailbox met the above requirements and the facts clearly indicate the damage was the result of the Township's operations involving direct contact with a Township vehicle that was reported as an accident, the mailbox will be repaired or replaced by the Township, or the matter referred to the Township's insurance company for resolution.
- If the Township officials determine the mailbox did not meet the above requirements and/or the facts do not clearly indicate the damage was the result of the Township's operations, no further action will be taken and the repair/replacement shall be the responsibility of the property owner(s).