

**UPPER NAZARETH TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA**

RESOLUTION 17-06

**A RESOLUTION OF UPPER NAZARETH TOWNSHIP, PA
ESTABLISHING A MAILBOX REPLACEMENT POLICY FOR SNOW
PLOW RELATED DAMAGES**

WHEREAS, the Township of Upper Nazareth (hereinafter "Township") has a mission throughout the winter season to maintain safe and passable roads; and

WHEREAS, the Township finds it necessary to plow snow to the edge of the road shoulder; and

WHEREAS, property owners are permitted to place mailboxes according to the United States Postal Service Mailbox Placement Guidelines; and

WHEREAS, the ultimate responsibility for the mailboxes so placed is that of the property owner,

NOW, THEREFORE, BE IT DULY RESOLVED by the Board of Supervisors of Upper Nazareth Township to establish the following Mailbox Replacement Policy for Snow Plow Related Damages:

1. Since most mailboxes are placed within the Township's legal road right-of-way, it is up to the property owner to make sure that their mailbox and post can withstand the weight of snow and ice being thrown from a plow.
2. Normally, if mailboxes are placed as far beyond the shoulder of the road as the postal carrier can reach and is firmly supported, there should be no problem withstanding the weight of the snow as a plow passes.
3. In the event a mailbox or post is damaged, the property owner must notify the Township Office via telephone within forty-eight (48) hours of the snow event. If the incident occurs during non-business hours, the property owner shall leave a message with the Township Office.
4. Upon notification, the Public Works Director will make an inspection of the damage and determine if the Township was responsible.
5. If the Township can confirm that a snow plow or plow truck physically struck and damaged a mailbox or post, the Township will assist the property owner in repairing or replacing said mailbox or post with materials not to exceed a total cost of \$50.00.
6. The Township Manager and Public Works Director are charged with enforcement of this policy.

The Township offers these tips to help eliminate the possibility of a mailbox or post being damaged during winter months:

- a. Place a six to eight-inch piece of reflective tape on the mailbox to help snow plow operator see it at night;
- b. Remove snow from around the mailbox, but avoid throwing it back onto the road;
- c. If the mailbox is located within the legal road right-of-way and damage was experienced in the past, property owners may want to relocate the mailbox before the next snowfall;
- d. Make sure the mailbox is firmly supported in the ground.

DULY RESOLVED the 18th day of January, 2017, at publicly advertised meeting.

**UPPER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS**

BY: *Michael F. Rinker*
Michael F. Rinker, Chairman

ATTEST:

BY: *Kim Mutarelli*
Kim Mutarelli, Secretary