

**RESOLUTION NO. 11-1121-04**

**Adopt Liberty Township Mail Box Replacement Policy**

**WHEREAS**, Liberty Township Road Department has submitted the attached Mail Box Replacement Policy for approval by the Board of Trustees, and

**WHEREAS**, the Road Department is asking for this policy to be adopted in the event any Township mail boxes would need replaced there is a set protocol to follow with fees and replacement schedule; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO** adopts the Liberty Township Mail Box Replacement Policy.

This Resolution shall be in force and become effective immediately upon its execution.

Motion made by Carducci and seconded by Sybert.

**Vote:** Yes Ms. Carducci NP Mr. Mann Yes Mr. Sybert

CERTIFIED:

Mark S Gerber  
Mark Gerber, Fiscal Officer

Robert J. Mann, Trustee - Chair

Curtis Sybert  
Curtis Sybert, Trustee

Mary Carducci  
Mary Carducci, Trustee

## Winter Time Mailbox Repair or Replacement Policy and Guidelines

The purpose of this policy is to establish a written guideline regarding damage and replacement of a mailbox from winter time “snow removal” operations, effective December 2011.

Liberty Township will not be responsible for any repair or replacement of mailboxes that fail to meet any of the following requirements.

### Requirements:

- Minimum of 6” from face of curb or edge of pavement to face of mailbox.
- Needs to be able to withstand the weight of snow removal. Including, but not limited to the following:
  - No rotted wood or rusted metal
  - Sturdy and stable post and mail box
  - No loose or missing hinges, bolts, or screws

### Durability:

Your mailbox takes a serious beating from the weather, especially in the winter. We suggest a routine mailbox check-up every year. Checking for the following types of things:

- Sturdy mailbox and post
- Metal not rusted and wood not rotted.
- Replace loose hinges and bolts.
- General inspection of location and quality construction

### What to do if my mailbox has been damaged?

Contact the Liberty Township Road Department @ 740-938-2015.

### What is the Process after I contact the Township to have my mailbox repaired/replaced?

1. A work order is generated and a technician is sent out “when time permits” to inspect mailbox and make temporary repair if needed to receive mail.
2. After inspection the property owner will be contacted indicating our findings and plan of action.
3. If mailbox is found to be damaged but one or more of the above requirements is not met. The Township will send a letter indicating our findings. If the property owner wishes to challenge our findings/determination they may, in writing, appeal the decision to the township administrator.
4. The Township limit its’ liability to \$150.00 per mailbox as a reasonable expenditure.