

MAILBOX DAMAGE POLICY

East Manchester Township Public Works Crew pays close attention to avoid mailboxes in the right-of-way. Mailboxes are rarely hit by plows; however, a mailbox with a weakened support may be toppled by the snow rolling off the end of the snowplow which is not an approvable claim. Under East Manchester Township's Mailbox Replacement Policy, it limits repairs by the Township where a snowplow comes into direct contact with a mailbox or post, and specifically states that the Township is not responsible for damage caused by plowed snow.

The Public Works Department is asking homeowners to inspect and evaluate the condition of their mailbox and its support prior to the onset of winter weather. The mailboxes and the posts that support them may require maintenance or replacement. Residents should make sure the mailboxes are firmly attached to the post and the post is constructed sturdy enough to withstand the weight of the snow as it comes off the end of the snowplow. Homeowners should also check the placement of their mailbox to ensure it is not leaning into the street. Residents are also reminded that they are responsible for clearing their mailbox area of snow to ensure mail delivery.

Note, East Manchester Township does not plow State maintained roads, this would be PennDOT, York, PA, phone # 717-848-6230.

What To Do If Your Mailbox Is Damaged

If your mailbox is damaged during snow removal operations, you should do the following:

- Take photos of the damaged mailbox.
- Complete the Mailbox Damage form and submit along with pictures to emantwp@emanchestertwp.com, faxed to 717-266-0429 or dropped off at the Township office.
- Under the mailbox damage policy, the maximum reimbursement for repair is \$60.00. The Township will not be responsible to replace ornamental mailboxes.