

# CHARTER TOWNSHIP OF GRAND BLANC

## Policy and Procedures

<b>SUBJECT:</b> <b>Mailbox Replacement Policy</b>		<b>P &amp; P #</b> <b>2014-1-11</b>
<b>ISSUE DATE:</b> <b>October 14, 2014</b>	<b>EFFECTIVE:</b> <b>October 29, 2014</b>	<b>REVISED/REVIEWED:</b>
<b>ISSUED BY:</b> <b>Grand Blanc Township Board</b> <b>Initials:</b> _____		

### **PURPOSE:**

This policy describes the repair or replacement of mailboxes damaged by Township Department of Public Works vehicles during snow removal operations.

### **POLICY STATEMENT:**

If it is determined that Grand Blanc Township snow removal operations have caused mailbox damage, a reimbursement to the property owner may be made in the amount not to exceed \$42.00.

### **MAILBOX REPLACEMENT POLICY:**

- It has been the practice of the Township to replace all mailboxes damaged by Township plows whenever we are made aware of the problem.
- Replacement consists of a standard mailbox and post installed by Township personnel in accordance with current United States Postal Service Guidelines and Genesee County Road Commission Mailbox regulation.
- The Township is not responsible to perform any repair/replacement or reimbursement of any non-standard mailbox/post or any mailbox/post that is not placed in accordance with postal standards.
- The Township will provide a temporary mailbox until April 1<sup>st</sup> or as frost laws permit repair.
- When the Township is made aware of and is not able to repair the mailbox prior to the property owner replacing it, the Township will issue a reimbursement to the property owner up to, but not to exceed, \$42.00.
- If the Township determines the mailbox/post cannot be repaired with existing personnel, the Township will install a temporary mailbox/post or reimburse the property owner up to but not to exceed, \$42.00.
- Receipts are required for all reimbursements.

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Adopted by Township Board on October 9, 2014.

  
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Supervisor Marilyn Hoffman

  
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Clerk Cris Rariden