

- Brown Township will not be responsible for any repair or replacement of mailboxes that fail to meet the following requirements:
- The mailbox is located a minimum of 24" from the edge of pavement to face of mailbox; and
- The mailbox is able to withstand the weight of snow removal including, but not limited to, having the following characteristics:
- No rotten wood or rusted metal; Sturdy and stable post and mail box; and No loose or missing hinges, bolts or screws.
- Procedure for consideration of a request for repair or replacement of a damaged mailbox:
 - A completed Complaint Form, which can be obtained on the Brown Township website at <http://www.co.delaware.oh.us/index.php/brown-township> or by contacting one of the Brown Township Trustees.
 - Once the form has been submitted, a Trustee and Road Superintendent will inspect the mailbox for compliance with the above stated requirements. If possible, a temporary repair may be made so that mail can be received.
 - After the inspection, the Trustee and Road Superintendent will review its results and determine whether the mailbox complied with the above stated requirements and whether the facts clearly indicate that the damage was the result of Brown Township's wintertime roadway snow removal operations. The Trustee or Road Superintendent will then contact the property owner and inform them of the review's findings and any plan of action.
 - If the Township officials determine the mailbox met the above requirements and that the facts clearly indicate the damage was the result of the Township's operations, provided that the estimated cost of the same does not exceed \$50.00 per mailbox. If the estimated cost of repair or replacement exceeds that amount, the Township will offer the property owner a contribution of \$50.00 to be used for such purposes.
 - If the Trustee and Road Superintendent determines the mailbox met the above requirements and that 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 replaces the mailbox the post will be placed in a dug post hole 3 to 4 feet away from the edge of the pavement and 2 feet deep. The mailbox will be 48 to 54 inches above the roadway. The township will not "concrete" in the post for liability purposes. Residents that request cementing will be given the \$50.00 contribution and be responsible to install their own mailbox.