

**TOWN OF STOCKTON**  
**MAILBOX REPLACEMENT POLICY**  
**EFFECTIVE: OCTOBER 1<sup>st</sup>, 2017**

When a mailbox is damaged during snow removal activities, the Town of Stockton will repair or replace the mailbox if and only if it was actually hit by Town of Stockton equipment. Mailboxes damaged from snow, ice, or slush resulting from plowing or traffic will not be repaired or replaced by the Town of Stockton. The Town does not repair or replace mailboxes and/or posts that fall from the force of the plowed snow. The mailbox replacement is at the discretion of the Town of Stockton Road Foreman. A mailbox damaged as a result of the plow truck directly hitting it must be reported to the Town of Stockton within one week of the occurrence.


Mailboxes damaged by direct contact with the Town of Stockton maintenance equipment will be repaired or replaced by the Town under the following circumstances:

- a. The equipment operator or Road Foreman confirms the damage was direct result of being hit by the plow blade or other contact of the Town equipment.
- b. The mailbox and support were in good condition prior to the damage.
- c. Town of Stockton personnel will provide and install a standard U.S. Postal Service approved mailbox and a wooden 4x4 support (if necessary).  
Note: 4x4 supports with 2" breakaway holes may be substituted based on availability of materials.
- d. In the event that the mailbox is of a specialty or exotic type of construction, the Town's liability per occurrence is limited to a mailbox unit as described above or a cash settlement not to exceed \$30.00. An inspection of the damaged mailbox by Town of Stockton personnel along with a signed release form is required prior to payment being issued to the Town resident.

Replacement of failed or deteriorated installations will be the owner's responsibility.

Repairs or replacement of mailboxes will be done when time within the department permits. This is normally within a few days after the snow removal operations have been completed.

For mailbox issues occurring on Portage County maintained roads, residents are encouraged to contact the Portage County Highway Department.

  
Mike Bronk, Chairman

9-23-17  
Date