EXHIBIT A

REIMBURSEMENT POLICY FOR DAMAGED MAILBOXES

Residents are responsible for the installation and maintenance of their mailbox and support post. All residents should make sure that their mailboxes are firmly attached to the post and that the post is structurally sound.

Residents are encouraged to inspect and evaluate the condition of their mailbox and its support post prior to the onset of winter weather each year to determine if the mailbox and/or post requires maintenance or replacement. Residents should make sure mailboxes are firmly attached to the post and the post is constructed sturdily enough to withstand the weight of the snow as it comes off the end of the snowplow. Residents should also check the placement of their mailbox to ensure that it is not leaning into the road/berm.

The Township roadcrew makes every attempt to avoid striking mailboxes when conducting snow plowing operations. In the event a Township snowplow physically strikes a mailbox the Township may reimburse the resident for up to a maximum of $25 for the damages. Reimbursement is limited to one (1) time per winter season.

Damage to mailboxes/post caused by PennDOT, private contractors, private vehicles or any unknown sources will not be reimbursed by the Township.

Damage to mailboxes/posts may also be caused by snow rolling off the end of the snowplow. If damage is caused by the weight of the snow/slush striking the mailbox/post, the resident is solely responsible for the costs of repair/replacement.

Repairing/replacing damage to landscaping, sprinkler systems and planting materials added to or around the mailbox will be the sole responsibility of the resident.

The Township will not reimburse residents for damage to garbage containers and similar items placed/left in the right-of-way.

WHAT TO DO IF YOUR MAILBOX IS DAMAGED

If damage to your mailbox is caused by a Township snowplow physically striking the mailbox during snow removal operations, you should do the following:

- Take photos of the damaged mailbox. A paint mark or truck tire tracks will typically supply evidence of a direct strike. Submit the photos with the Claim Form.

- Do not discard the damaged mailbox before the Township inspection is completed.

- Complete the Mailbox Damage Claim Form. The form can be emailed to the Township office at muddycreektwp@gmail.com or dropped off at the Township building. The form must be submitted within 72 hours after the snow event is over. Damage reports not received in a timely manner will be denied.

Following receipt of the Claim Form, the Township roadmaster will conduct an inspection of the site and damaged mailbox to determine if a Township plow truck physically struck the mailbox.

If the roadmaster determines that a Township plow truck physically struck and caused damage to the mailbox, then a reimbursement request will be forwarded to the Board of Supervisors for approval.

Reasons that your mailbox damage may not qualify for reimbursement:

- Placement or location of the mailbox does not meet the United States Postal Service guidelines.
- Previously damaged, rusted or rotted mailbox, post or support arm.
- Mailbox leaning over the road/berm.
- Damaged was not caused by direct contact with a Township plow truck.
- Claim Form was not submitted within 72 hours after the snow event ended.
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MUDDY CREEK TOWNSHIP

MAILBOX DAMAGE CLAIM FORM

Name of Claimant(s): _____

Address: _____

City/State/Zip: _____

Date and Time of Loss: _____

Home Phone: _____

Cell Phone: _____

Email: _____

I/We request reimbursement from Muddy Creek Township in the amount of $25.00 for damage to my/our mailbox.

Additional Comments:

Claimant(s) Signature(s) and Date: _____

_____

Email this form to muddycreektwp@gmail.com or dropped it off at the Township building at 420 Stanford Road.

Disclaimer; Muddy Creek Township is not admitting to any liability for damages sustained to your mailbox during snow removal based upon the review or payment of your claim. Upon receipt of your claim, the Roadmaster will investigate the issue and you will be notified of the approval or denial of your claim. Your claim must be submitted within 72 hours of the loss. Failure to submit your claim within this time period will result in the denial of your claim. Claims for damages resulting from snow rolling off the end of the plow will be denied.