



# MAILBOX DAMAGE REPORT FORM

\*Claim must be submitted within 48 hours of incident\*

Complainant Name: \_\_\_\_\_

Mailbox Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date/Time Damage Alleged to have Occurred: \_\_\_\_\_ AM / PM

*Explanation if after 48 hours:*

\_\_\_\_\_  
\_\_\_\_\_

Signature of Clerk Receiving Complaint: \_\_\_\_\_

Date/Time Complaint Received in Town Clerk's Office: \_\_\_\_\_ AM / PM

.....  
Below to be completed by Town Employees

Inspection Date / Time : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM / PM

Determination: \_\_\_\_\_ Repair \_\_\_\_\_ Don't Repair

If Denied, Reason:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Highway Superintendent or Designee: \_\_\_\_\_

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Date Repair/Replacement Performed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Permanent Repair / Replacement

\_\_\_\_\_ Temporary Repair Until Spring / Thaw

Signature of Employee Completing Repair / Replacement: \_\_\_\_\_

**OR**

Date and amount of payment for Decorator type mailbox/post: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

Signature of Highway Superintendent: \_\_\_\_\_

## Town of Newburgh Mailbox Repair Policy

The Town of Newburgh Highway Department will repair or replace mailboxes damaged by highway snow removal operations provided the mailboxes meet the following criteria:

- The mailbox was installed and maintained according to the United States Postal Department Standards
- The mailbox, supports, and post are of sound structural condition to withstand winter snow removal operations.
- Upon inspection by the Highway Superintendent, or their designee, the town plow or wing did in fact make contact with the mailbox or the support, and movement of snow did not cause the damage.
- The homeowners or residents have made a diligent effort to delineate or otherwise mark and keep mailbox area cleared of snow to make the mailbox visible and to ensure that private plow operators have not caused the damage.

\*Homeowners or residents **MUST** make their complaints to the Highway Department within **48 hours of the damage occurring by calling 845.561.2177**. Reports of damage received after that time must include an explanation for the delay and will be considered on a case by case basis.\*

In the event the mailbox meets the above criteria in the opinion of the Highway Superintendent or their designee, the Town Highway Department will make necessary repairs as follows:

- A basic standard size steel mailbox will be provided
- A standard 4" x 4" post and support will be used in any repair or replacement.
- Temporary repairs may be made during the winter until permanent replacement or repairs can be made in the spring.

If a decorator type mailbox and/or post is damaged and requires replacement, the Highway Department will reimburse the resident for the cost of materials for the standard steel type mailbox and post previously referenced, and it shall be the responsibility of the resident to purchase and install the decorator mailbox and post. The reimbursement will in no event exceed \$50. Homeowners should consider replacing their decorator mailboxes with standard mailboxes during the winter months.

The decision to repair or replace a mailbox and/or support system rests solely with the Highway Superintendent or their designee.

Best wishes for safe travel through the winter season from all of us at the Town of Newburgh Highway Department.