

RESOLUTION NO. 024-2015

Olmsted Township Mailbox Policy

Cuyahoga County, Ohio

Be it Resolved by the Township Trustees of Olmsted Township, that

WHEREAS the Olmsted Township Board of Trustees determine that it is necessary to adopt a policy that provides a comprehensive plan for mailboxes downed by snow operations.

WHEREAS the Olmsted Township Mailbox Policy is written below and stated as such:

Olmsted Township Mailbox Policy

In the event your properly placed mailbox is down, you may call the Olmsted Township Public Service Department at 440-235-1011. The Public Service Department will repair/replace boxes damaged by a snow plow. Replacements will be with a generic mailbox and within the discretion of the Olmsted Township Public Service Director.

Boxes down from the snow plow throwing snow will be refastened if possible. Boxes down due to deteriorated materials will be the responsibility of the owner. Boxes down due to the snow plow making direct contact with the mailbox will be replaced.

Improperly installed boxes will be the responsibility of the owner.

The Township is not responsible for any mailbox that is above the standard U.S. Postal mailbox permitted in the right-of-way. Replacement of such will be the responsibility of the owner. To find out what the proper location of your mailbox is along the road way, contact your local postmaster.

Although decorative or expensive mailboxes are permitted within the Township and may be required by individual homeowner associations, they are not required by the Township. Our policy in the case of damage to mailboxes by our plow trucks is limited to repair of the existing mailbox, replacement with a generic mailbox, or a cash settlement in the amount of \$50.00

Mailbox repairs will not take place until current snow operations are finished. If owner chooses to replace his mailbox before the snow removal is completed, the Township will reimburse him a cash settlement in the amount of \$50.00. Future snow events could delay repairs.

Mailbox Information for Residents

Check your mailboxes and make sure they are ready for winter and comply with postal regulations.

Make sure your mailbox can withstand heavy snow thrown by passing plow trucks this winter. Autumn is a good time for residents to make sure their mailboxes are in good shape for the winter weather.

Common repairs include replacing loose hinges on a mailbox door, remounting a mailbox post that may have become loose, and replacing or adding house numbers.

Residents installing new mailboxes or replacing old ones must use USPS-approved traditional or contemporary mailboxes. Generally, the bottom of a mailbox should be at a vertical height of between 40 and 42 inches from the road surface and placed so carriers can safely and conveniently serve them without leaving their vehicles. Repairing your mailbox and making sure the post is securely set in the ground, will help it withstand the force of the heavy snow coming off the snow plows.

As you inspect your mailbox it is also a good time to install reflectors that make your mailbox easier to see during storms or during dark hours. It's a good idea to also make sure your house number is visible on your mailbox as this will assist mail carriers and emergency crews.

NOW, THEREFORE BE IT RESOLVED by the Olmsted Township Board of Trustees that the Olmsted Township Mailbox Policy fully rewritten above within the confines of this Resolution is hereby approved and adopted.

BE IT FURTHER RESOLVED; that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.11 of the Ohio Revised Code.

Adopted the 25th day of February, 2015



Tiffany Fischbach

Karen Kress

Trustee Trustees

Attest: 

Township Fiscal Officer

Trustee	Yea	Nay
Fischbach	✓	_____
Kress	✓	_____
Lippus	✓	_____