

## **EAST HANOVER TOWNSHIP, DAUPHIN COUNTY SNOW REMOVAL POLICY**

East Hanover Township's mission throughout the winter is to maintain safe and passable roads. Often, that means plowing snow to the edge of the public right-of-way. The Township is not responsible for damages to items placed in the right-of-way caused by plowed snow.

East Hanover Township has allowed property owners to place mailboxes within the Township's legal right-of-way out of respect for the U.S. Postal Service's need to deliver and mail customers' convenience of delivery. Ultimately, however, mailbox damage due to the weight of the snow plowed from the roadway is the responsibility of the property owner.

Because most mailboxes are placed within the Township's legal right-of-way, it is up to the homeowner to make sure that their mailbox can withstand the weight of snow being thrown from a plow. Plows must maintain a constant rate of speed to contend with heavy, wet snow.

Normally, if mailboxes are placed as far beyond the shoulder of the road as the postal carrier can reach and are firmly supported, there should be no problem withstanding the weight of the snow as a plow passes.

In the event the Township can confirm that a snow plow, or plow truck, physically struck and damaged a mailbox, the Township will reimburse the property owner for materials to replace the damaged mailbox, within reason, but not to exceed \$50.00. To seek reimbursement, the mailbox owner must complete and submit the attached form to the Township's administrative office, ATTN: Township Manager, 8848 Jonestown Road, Grantville, PA 17028. A Township representative will inspect the damaged mailbox and make a determination regarding whether any damage is attributable to physical contact with a Township plow.

The Township offers these tips to help eliminate the possibility of a mailbox being damaged during the winter months:

1. Place a six to eight-inch piece of reflective tape on the mailbox to help snow plow operators' sees it at night;
2. Remove snow from around the mailbox, but as with clearing any snow do not throw it back onto the road;
3. If the mailbox is located within the legal right-of-way and damage was experienced in the past, homeowners may want to consider relocating the mailbox before the next snowfall;
4. Make sure the mailbox is firmly supported in the ground.

Finally, homeowners who have followed these tips in the past and still experience damaged mailboxes may want to consider installing a cantilever mailbox support that will "swing" a mailbox out of harm's way. Plans for building the cantilever mailbox support are located below (as recommended by PennDOT).

This policy covers not only mailboxes but other items that property owners have placed in the right-of-way with or without proper authorization from the Township including but not limited to fence, shrubbery and other plantings.

**EAST HANOVER TOWNSHIP**  
8848 Jonestown Road, Grantville, PA 17028  
Phone: (717) 469-0833  
www.easthanoverpa.com

**MAILBOX DAMAGE REIMBURSEMENT REQUEST FORM**

This form is to be used to submit a claim for damage to a residential mailbox as a result of Township snow removal activities in the public right-of-way. A Township representative will inspect the allegedly damaged mailbox to determine the cause of the alleged damage and whether the claimant is entitled to reimbursement.

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Alleged Damage:** \_\_\_\_\_

**Location, nature, and cause of alleged damage:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I acknowledge that I have read and understand the East Hanover Township Snow removal Policy.

**Submission of this form by resident and acceptance of this form by East Hanover Township for review in no manner constitutes an admission of liability on the part of the Township, its agents, officials, or employees for the alleged damage both at law and in equity.**

\_\_\_\_\_  
Resident/Claimant

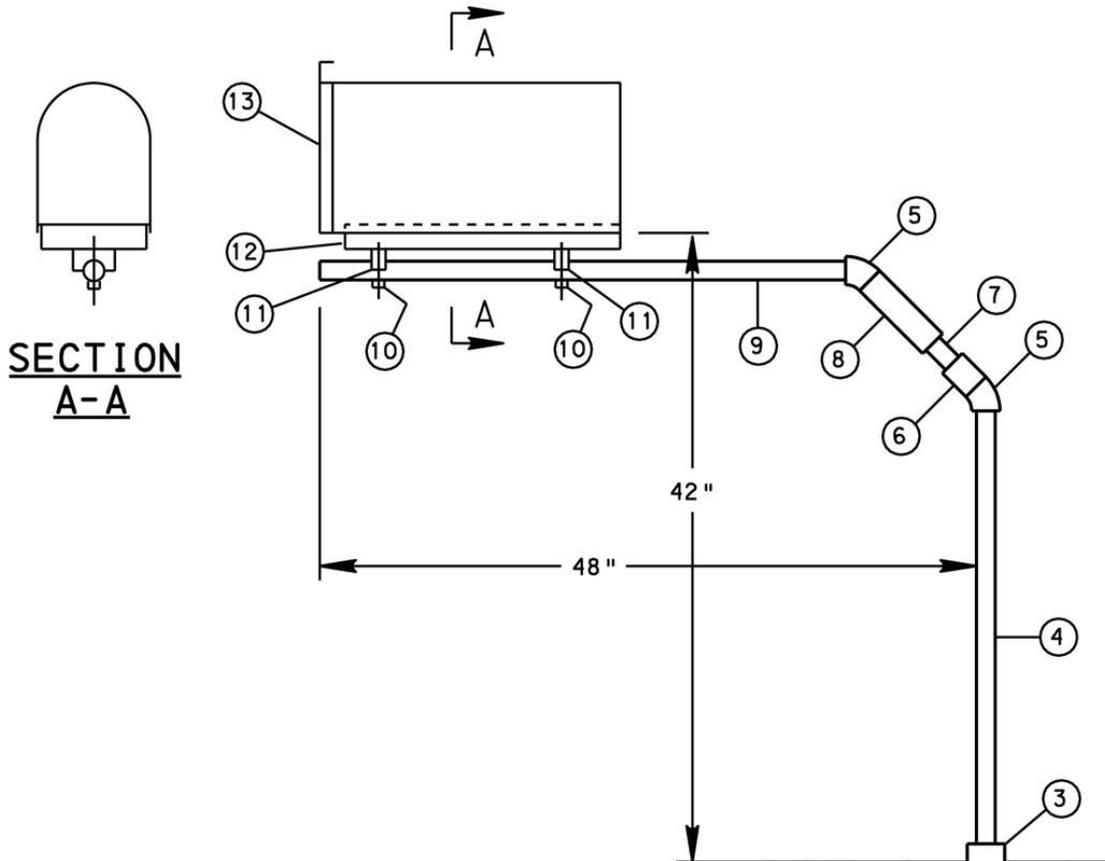
\_\_\_\_\_  
Date

**For Township Use Only:**

Date Received: \_\_\_\_\_ Date Inspected/Inspector: \_\_\_\_\_

Eligible for Reimbursement: Y / N Amount of Reimbursement: \_\_\_\_\_

# CANTILEVER MAILBOX SUPPORT



**SECTION  
A-A**

| ITEM | QUANT. | SIZE AND DESCRIPTION                              |
|------|--------|---|
| 1    | 2      | CU. FT. CONCRETE                                  |
| 2    | 1      | STEEL PIPE 1 1/4 "x 24 " , 1 END THREADED         |
| 3    | 1      | STEEL PIPE COUPLING 1 1/4 "                       |
| 4    | 1      | STEEL PIPE 1 1/4 "x 33 1/2 " , BOTH ENDS THREADED |
| 5    | 2      | STEEL 45° ELBOW 1 1/4 "                           |
| 6    | 1      | STEEL PIPE 1 1/4 "x 2 3/4 " , 1 END THREADED      |
| 7    | 1      | STEEL PIPE 1 "x 9 "                               |
| 8    | 1      | STEEL PIPE 1 1/4 "x 5 " , 1 END THREADED          |
| 9    | 1      | STEEL PIPE 1 1/4 "x 42 1/2 " , 1 END THREADED     |
| 10   | 2      | LAG BOLTS 1/4 "x 3 1/2 " LONG                     |
| 11   | 2      | 1/4 " PIPE CLAMPS (TAILPIPE TYPE)                 |
| 12   | 1      | 2"x 8"x 20" WOOD BOARD                            |
| 13   | 1      | MAILBOX (STANDARD SIZE)                           |



PENNDOT  
Commonwealth of PA