

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Date: August 1, 2022

Re: Mailbox Replacement Policy

There are times when resident mailboxes are damaged as a direct result of snow removal operations by the Town. The Town's practice has been for Public Works Staff to fix the damage or install a new mailbox selected by the Town. Many residents are happy with this solution but some prefer to select a different style of mailbox. In these cases, the Town will reimburse the resident the cost to purchase and install.

Some residents elect to install a significantly more expensive mailbox than what the Town provides as a standard replacement. Staff has recommended \$200.00 maximum reimbursement in these cases. This amount is in line with the Town's cost for the standard replacement.

If the mailbox damage was due to deferred maintenance, such as wood rot, the Town does not replace the mailbox nor will reimbursement be made.

Recommendation:

By motion and roll call vote, adopt the proposed Mailbox Replacement Policy.