

**TOWNSHIP OF MONTVILLE**

**ORDINANCE NO. 2026 - 11**

**AN ORDINANCE OF THE TOWNSHIP OF MONTVILLE, COUNTY OF MORRIS, STATE OF NEW JERSEY AMENDING THE TOWNSHIP CODE TO ADD A NEW ARTICLE VI, "MAILBOX DAMAGE REIMBURSEMENT", TO CHAPTER 330 "STREETS AND SIDEWALKS"**

**WHEREAS**, the Township has received complaints from residents regarding snowplows causing damage to mailboxes; and

**WHEREAS**, the Township Engineer and Township Administrator have determined that the Township's policy with regard to handling of such matters should be codified in order to ensure that all residents are aware of same; and

**WHEREAS**, the Township Engineer and Township Administrator have reviewed the proposed ordinance and recommend adoption.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Montville, County of Morris, State of New Jersey, as follows:

**Section 1.** A new Article VI entitled "Mailbox Damage Reimbursement" within Chapter 330 "Streets and Sidewalks" shall be created, to read as follows:

**§330-50. Intent; policy.**

- A. It is the intent of this article to establish uniform procedures to reimburse residents for damage to mailboxes due to snow removal operations. The Township's primary obligation is to ensure that its roadways are as clear as possible of snow or ice. It is also understood that most mailboxes are located within the public right-of-way, and, therefore, while fulfilling the primary objective, mailboxes may be unintentionally and unavoidably damaged. This policy assumes there is a shared responsibility between the Township and the homeowner when mailboxes located in the public right-of-way are damaged during snow removal operations.
- B. While there is no legal requirement that the Township do so, it is the policy of the Township of Montville to reimburse residents up to \$50 for eligible damage to mailboxes caused by direct plow contact on the part of the Township of Montville Department of Public Works. Nothing in this Article shall be construed to entitle any resident to reimbursement for damage caused by the weight or placement of thrown snow, nor shall this Article be construed to entitle any resident to reimbursement prior to an investigation and determination by the Supervisor of the Department of Public Works that the claimed damage is eligible for reimbursement pursuant to this Article.

**§330-51. Eligibility.**

The reimbursement provisions of this Article shall only apply to those residents who satisfy the following criteria:

- A. The mailbox is securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snows.
- B. The damaged mailbox and/or post must meet the requirements of the U.S. Postal Service, as well as all other applicable regulations in regard to construction and location. Mailboxes that do not meet the requirements of the U.S. Postal Service and/or any other applicable regulations are not eligible for reimbursement.
- C. The damage must have been caused by direct contact with Township plows or snow removal equipment. The Township will not provide reimbursement for damage to mailboxes or posts caused solely by snow thrown from Township plows or snow removal equipment.
- D. The resident must notify the Township within seven (7) days of the date the damage occurred, unless the resident was out of town, in which case the Township must be notified of the damage within seven (7) days of the resident's return. Damage reported outside of this time frame will not be eligible for reimbursement.
- E. The Mailbox and Post Damage Notification Form must be completed in its entirety and signed by the resident and subsequently approved by the Supervisor of the Department of Public Works.

**§330-52. Procedure; investigation.**

- A. Within the time period described above, a resident making a claim for reimbursement pursuant to this Article shall complete a Mailbox and Post Damage Notification Form, available at the Township Clerk's office.
- B. After submission of the completed form, the Supervisor of the Department of Public Works, or his/her designee, shall investigate the alleged damage to determine if the damage was caused by the plow blade or vehicle itself, rather than thrown snow. A written response on the findings of the investigation will be mailed with a check, if appropriate.
- C. If it is determined the mailbox was damaged by the plow blade or vehicle, the resident will be reimbursed in an amount not to exceed \$50 for a new mailbox. If it is determined that the damage was not caused by the plow blade or vehicle, no reimbursement will be given. All actual repairs and/or replacements shall be the responsibility of the resident.

**§330-53. Form to be utilized.**

All residents and the Department of Public Works shall utilize the Mailbox and Post Damage Notification Form, available at the office of the Township Clerk.


**Section 2.** If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

**Section 3.** In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Montville, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Montville are hereby ratified and confirmed, except where inconsistent with the terms hereof.

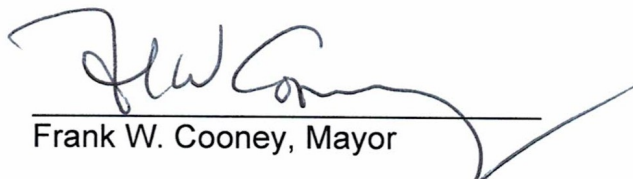
**Section 4.** If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by any court of competent jurisdiction, such decision shall not affect the remaining portion of this ordinance.

**Section 5.** This Ordinance may be renumbered for purposes of codification.

**ATTEST:**

  
\_\_\_\_\_  
Stacy Kostka, Township Clerk

**TOWNSHIP OF MONTVILLE  
COUNTY OF MORRIS  
STATE OF NEW JERSEY**

  
\_\_\_\_\_  
Frank W. Cooney, Mayor

Introduction: 3/10/2026  
Public Hearing: 3/24/2026  
Adoption: 3/24/2026