

Milton Township Highway Department

Gary Muehlfelt
Highway Commissioner



23 W 040 Poss Street
Glen Ellyn, IL 60137

630-682-4270 - Phone
630-682-4629 - Fax

website: www.milontownship.net
email: mthd@miltonhighway.com



Milton Township Highway
Department
23 W 040 Poss Street
Glen Ellyn, IL 60137

**MESSAGE FROM THE
HIGHWAY COMMISSIONER**



Dear Resident:

The Milton Township Highway Department is pleased to provide this Homeowner's handbook. The information in this handbook addresses the most often asked questions

regarding information and services for the 85 miles of roads in the Township Highway Department. Be sure to note the list of important dates, especially Brush Pick Up and our Sweeping Program.

It has been a pleasure to serve and meet with many of you since taking office in May, 2005. If you have any upcoming Homeowners meetings or Block Parties scheduled, I would be happy to attend, scheduling permitted. This will allow me to meet more of the residents of the Township and explain the duties of the Highway Department.

If you have any further questions, concerns and/or suggestions, please don't hesitate to contact our office. Be sure to give your name, address and phone number.

We are looking forward to talking to you.

Sincerely,

Gary Muehlfelt
Milton Township Highway Commissioner



Milton Township Food Pantry, Inc.
1492 N. Main Street, Wheaton, Illinois 60187
630.668.1616 Fax 630.668.1608
www.milontownship.net



www.milontownship.net

Volunteers making a difference preparing our community for any disaster natural or man made. Please join us!



Milton Township Committee on Youth
1492 North Main Street, Wheaton, IL. 60187
www.milontownship.net



Milton Township Mosquito Abatement District
www.milontownship.net



Milton Township Cemeteries Authority

www.milontownship.net

Pleasant Hill Cemetery.....	1845
Jewel Grove Cemetery.....	1842
St. Stephen Cemetery.....	1852



Milton Township Seniors

www.milontownship.net

The S.A.L.T. Communicator

“Seniors and Law Enforcement Together”



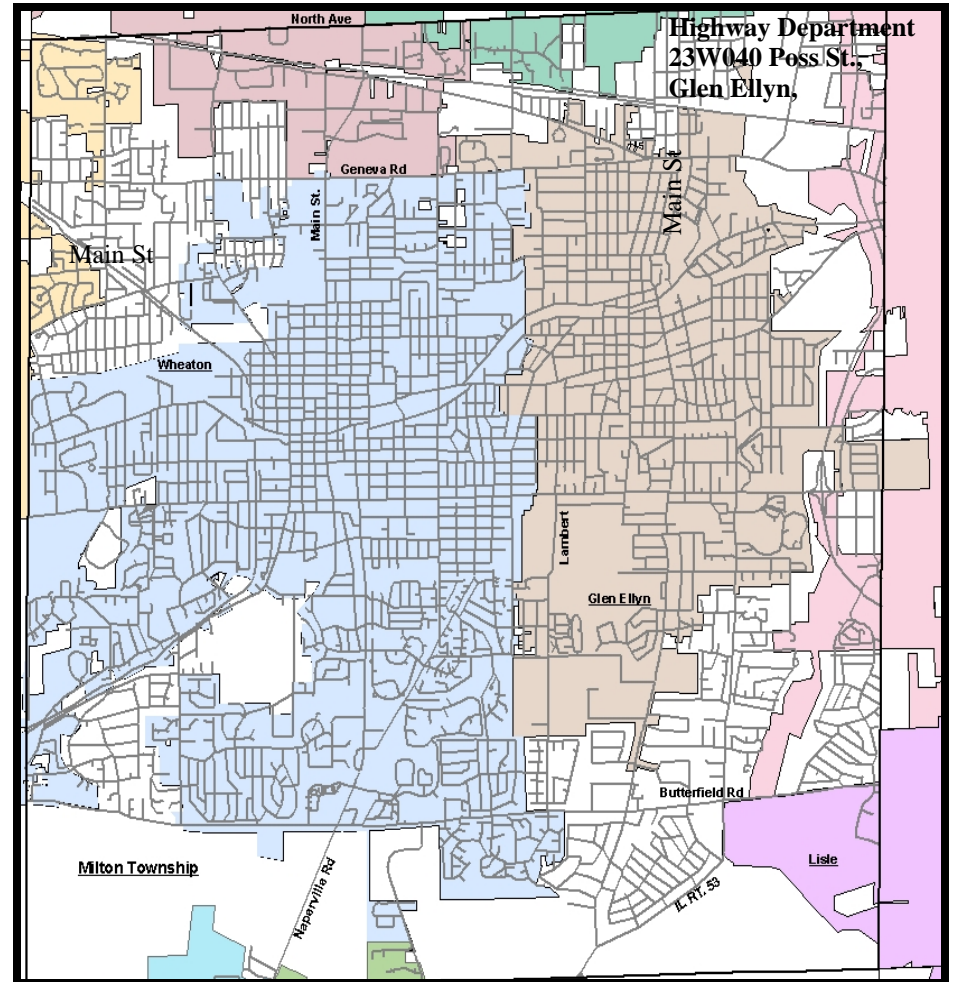
HIGHWAY COMMISSIONER & STAFF



Center: Highway Commissioner Gary Muehlfelt, 1st row: Kasi, Administrator Assistant, Antonio, Julie Coordinator, Ken, 30 years of service, Herb, 29 years of service. 2nd row: Larry, 2 year of service, Oscar, 3 years of service, Jim 23 years of service, Joe, 9 years of service, Dennis, Foreman, 33 years of service.



MILTON TOWNSHIP



Not to scale

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- Q. I came home and there were different colors of paint marked on the parkway in front of my home. Why?
- A. In most cases, this is J.U.L.I.E The utility companies in your area are locating underground utilities for a project.
- Q. I’m taking a tree down on my private property. Will the Township come by and haul away the branches and logs?
- A. No, all work done on private property must be removed and paid for by the homeowner.
- Q. My driveway apron has sunk and needs repair. Will the Township repair it?
- A. No, driveways are the responsibility of the homeowner.
- Q. I see my neighbor shoveling snow from their driveway into the street. Is this okay?
- A. No, snow should not be shoveled into the street and if observed by a DuPage County Sheriff’s Deputy, you could be issued a citation.
- Q. Can I park over-night on the street in the Winter?
- A. No, if you do you will be issued a citation.
- Q My handcrafted mailbox was damaged by the snow plow, will you replace it?
- A, The Township cannot be responsible for fancy or hand-crafted mailboxes. These should be removed & replaced with a standard post and box during the winter season.

For more answers to your questions, call our office.

MOST ASKED QUESTIONS FOR THE COMMISSIONER

- Q. I'm building a deck, shed, garage, home addition, fence, driveway, roof, etc. Do I need a permit?
- A. In most cases, yes. Contact the Highway Department for more information before you start your project.
- Q. I went to the County for a permit for the work I'm doing on my private property and they said I need a permit and bond from the Highway Department.
Why?
- A. The Highway Department issues permits and bonds to protect the right-of-way during the construction phase of your project. If there is any damage to the parkway during construction or the damage is repaired, then the bond posted will be returned in full at the completion of the project. There is no cost for the permit.
- Q. There is a tree down across my street blocking traffic. Who do I call?
- A. Call the Highway Department and we will have someone come out and remove it as soon as possible. If it is after regular business hours and is an emergency, contact the DuPage County Sheriff's Department and they will notify the Highway Department.
- Q. What does the Township do with the wood chips from the tree they took down in my neighborhood?
- A. The wood chips are recycled back to the homeowners in the Township. Call the Highway Department to schedule a free delivery.

Government closest to the people it serves is the government most accountable to them. For more than 150 years, Township Government in Illinois has served the local interests of its constituents and remains directly accountable to the voters who select their representatives in local government.

The people who serve in Township Government are men and women who embody the practice of citizen government. They work in local factories, offices, retail outlets, on farms and in the home. Because they govern at the most basic level of service, they make themselves available to the people they serve.

More than any other government in North America, Township Government is operated by . . .

the People Next Door.



Road District

Gary Muehlfelt, as Highway Commissioner of the Milton Township Highway Department maintains the right-of-way of many streets in all unincorporated areas. The Highway Department does not maintain State,

County, Municipal or private roads. With a few exceptions, the right-of-way is 66 feet wide or 33 feet from the center of the street to the property line. Within that 66 feet, the Highway Department assumes many responsibilities. Among these are the following maintenance responsibilities:

- Asphalt Patching
- Asphalt Resurfacing
- Drainage
- Gravel Shouldering
- Road Striping
- Roadside Mowing
- Litter Pick Up
- Tree Trimming
- Winter Snow & Ice Removal
- Traffic Control Signing

The Township also offers these additional services:

- Brush Pick Up
- Street Sweeping
- Issue Permits
- Wood Chip Program
- Underground utility markings for J.U.L.I.E. Program

Your Highway Department is equipped to handle most of these duties and to contract some with private enterprise. We have excellent intergovernmental cooperation with the municipalities in and around township boundaries. Manpower and equipment are often exchanged to make all of us more efficient.

The following pages will explain how these various programs work, what the Highway Department is trying to accomplish and how you, the taxpayer, can assist us and benefit from our services.

CERT stands for

Community Emergency Response Team

We are an all volunteer community trained and equipped organization dedicated to responding to and meeting the needs of our citizens during a disaster.

While trained in 21 hours of Homeland Security based curriculum, CERT members receive all their training from our own local Milton Township based Fire, Police, Medical, and Public Works institutions like the Milton Township Highway Department, Sheriff's Police, and CDH medical staff.

Each member receives upon graduation a \$130.00 back pack filed with equipment like hard hat, goggles, and two way radios.



In addition they are State Certified and given a photo I.D. recognized by all our County First responders.

Free classes are offered throughout the year and can be accessed on our web site at www.miltontownship.net.

Additionally you can call 630-668-1616 ask for Ralph Hinkle or e-mail him at miltoncorps2@aol.com . Over 425 folks like you have been trained and our goal is 500. Please join this worthy and gratifying adventure.



GOVERNMENT WORKING TOGETHER

Commissioner Gary Muehlfelt and the Milton Township Highway Department have a good working relationship with DuPage County, DuPage County Sheriff’s Office, and with the Cities, Villages, Park Districts, Fire Departments and School Districts throughout our community.

Milton Township Highway Department was instrumental in getting all 9 townships into an intergovernmental agreement with DuPage County DOT to secure the best possible price for bulk rock salt.

These government agencies working together have not only made it possible for the concerns of the residents of our Township to be heard, but in many cases they have been resolved.

Together with DuPage County, a long needed drainage improvement along Cooley Ave. at Calvin Ct. has been completed. A drainage issue at Flint Creek Rd. and Orchard Rd. is being addressed and a drainage concern on Dawn Ave. has been resolved.

The Township works closely with the school districts throughout our Township and is addressing their needs as needed.

The Fire Districts, working with the Township, have ensured that new subdivision streets being built in Milton Township accommodate the larger fire fighting equipment used today during fire and rescue events and that parkway trees are trimmed to a height sufficient to accommodate this new and larger equipment.

IMPORTANT NUMBERS (cont.)

Village of Carol Stream	(630) 665-7050
Village of Downers Grove	(630) 434-5500
Village of Glen Ellyn	(630) 469-5000
Village of Lisle	(630) 271-4100
Village of Lombard	(630) 620-5700
City of Naperville	(630) 420-6111
City of Wheaton	(630) 260-2000
Village of Winfield	(630) 933-7100
ComEd	1-800-334-7661
J.U.L.I.E.	1-800-892-0123
Illinois American Water	1-800-652-6987
Nicor Gas	1-888-642-6748

Government Working Together (cont.)

The DuPage County Sheriff's Office works closely with the Township to keep our streets safe for all who use them and responds to the Township's needs in a most efficient way.

An on-going example of this governmental partnership can be seen between the County and the Township, as the County moves forward with the conversion of their well water systems to Lake Michigan water. Through the combined efforts of the County and Township, we are completing this conversion in the fastest and most economical fashion available, to ensure a safe and reliable source of water for the residents of Milton Township. This project is about 70% constructed with a completion date around April 1, 2010

The Township is also continually working with DuPage County to bring long needed sanitary sewer and water service into unincorporated areas of the Township. Residents in some of the unincorporated areas have petitioned the County for these utility services. Once petitioned, the Township and the County then work together to provide these requested services to the Milton Township residents. Through the formation of special service areas, the residents can elect to receive the services they need. Government working together can and does make this happen.



Calvin Ct. & Cooley Ave.

IMPORTANT NUMBERS

Milton Township Offices

Highway Dept.	(630) 682-4270
Gary Muehlfelt, Highway Commissioner Supervisor	(630) 690-9036
O. Chris Heidorn Assessor	(630) 653-5220
Bob Earl Town Clerk	(630) 690-9036
Gail P. Hinkle Trustees:	
Christopher Edwards	(630) 690-9036
Salvatore Falbo	(630) 690-9036
James Flickinger	(630) 690-9036
Bob Larsen	(630) 690-9036

DuPage County Offices:

Main	(630) 407-6500
Building Dept.	(630) 407-6700
Division of Transportation	(630) 407-6900
Sheriff's Dept. Non Emg.	(630) 407-2400

DuPage County Board (630) 407-6060

District 4 Board Members:

Grant Eckhoff	(630) 510-0660
J.R. McBride	(630) 790-1040
Debra Olson	(630) 221-9593

District 6 Board Members:

Dirk Enger	(630) 588-0344
Linda Kurzawa	(630) 234-6682
Jim Zay	(630) 876-8601

IMPORTANT DATES

Annual Town Meeting:

April 13, 2010 - 7:30 PM
Wheaton Community Center
1777 S. Blanchard Rd.
Wheaton, IL

Board Meetings:

7:30 PM
1492 N. Main St.
Wheaton, IL

January 12, 2010
February 9, 2010
March 9, 2010
March 23, 2010—Special Board Meeting
April 6, 2010
April 13, 2010—Annual Town Meeting
May 11, 2010
June 8, 2010
July 13, 2010
August 10, 2010
September 14, 2010
October 12, 2010
November 9, 2010
December 14, 2010

Brush Pick Up:

May 3, 2010
September 20, 2010

PERMITS

Permits are required for all work, except grass cutting, in the parkways and on the Township right-of-way. Some projects on private property that require a DuPage County permit also require a Township review and a Township Entrance Permit.

Projects requiring County Building Permits but exempt from Township permits and/or bonds, are:

Alarm System
Sheds w/o Concrete Slabs

If the permit calls for a room addition, in-ground pool, etc. we will issue a permit with a \$600.00 fee for a construction bond. **The bond is fully refundable, upon completion, provided no damage is found in the parkway. It is the homeowner/contractor's responsibility to apply for the refund of bond money.**

Should there be damage to the ditch, sidewalk, curb, the shoulder or road that is not corrected, we will make repairs and deduct the cost from the bond.

Under no circumstances is the Township Road pavement and/or Right-of-Way to be used for dumping of materials.

Anytime work is done in the parkway or street in front of a property, a permit is required. Examples are tree planting or driveway installation or replacement. **It is important that the Highway Department be notified at least one week prior to the scheduled date of driveway improvements. The drainage ditch and condition of the existing culvert will be evaluated.** If it is determined by the Township inspection that the driveway culvert needs to be replaced, it is the homeowner's responsibility to replace the culvert and at the homeowner's expense. To avoid having a newly paved driveway disturbed and forfeiting your bond money this should be completed before any driveway improvements have started.

PERMITS—CONTINUED.

Driveway lights and sprinkler systems cannot be installed in the parkway. They should be installed within the confines of your property. Damage to unauthorized installations are the complete responsibility of the homeowner.

Unauthorized work may be removed and charges for the work will be assessed to the homeowner.

Residential Permits

- New Driveways \$1,000.00
- Fences \$1,000.00
- New Construction \$2,000.00
- Room Additions, Garages \$ 600.00
In-Ground Pools, Concrete
Or Brick Patios, Sheds w/Concrete
Floors, New Roofs & Dumpsters

The bond is fully refundable, upon completion, provided no damage is found in the parkway. It is the homeowner/contractor’s responsibility to apply for the refund of bond money. Bond releases are subject to weather conditions during the winter months, inspections for the release of the bond cannot be performed if the ground is covered with snow.

Commercial Permits

*Rate determined at time of request in the amount of the Improvements in the parkways.

Waivers

- Sprinkler Systems, Sheds w/o Concrete Slabs

This is only a guide and is not all inclusive. Permit fees are subject to change. Any expenses (such as lawyer fees, restorations of right-of-way, removal of unauthorized drainage pipe, bank charges for returned checks, etc.) incurred by the Township do to any issue involving a permit are the responsibility of the obligor designated on the permit/bond.



Milton Township, working with a nationally recognized program, began placing new signs at various locations around the Township. These signs are intended to make motorists aware of their speeds in their neighborhoods. As time and budget permits, we will be placing more of these signs throughout the Township.

If interested in this program, please have your homeowner’s organization call us for more details.

BLOCK PARTIES

Advance notification is required when planning a block party. Residents assume complete responsibility for this activity which includes notifying the DuPage County Sheriff's office as well as the appropriate Fire Protection District. At all times residents who live in the area must have access to their property. Barricades are available at the Highway Department. A deposit may be required when picking up the barricades and will be returned when barricades are brought back to the Highway Department.

J.U.L.I.E.

The Township is a member of the J.U.L.I.E. program to locate buried utilities in your area. Please call 1-800-892-0123 or 811 **before you dig!** It's the safe thing to do, it's the law and it's free.



SUMP PUMPS

The Township has an Ordinance, # 0-97-04, which prohibits the discharging of sump pumps and drain tiles into the road right-of-way. These should terminate a minimum of 10' back of the property line—on private property.

BRUSH REMOVAL PROGRAM

Milton Township offers a brush pick up as a service to residents in the unincorporated areas. The Township has not been directed by DuPage County to offer these services and the Township is not reimbursed by the County for the cost of supplying these services. Therefore, we ask for your cooperation in the following guidelines.

The Township Brush Pick Up is for the homeowner's convenience. We have a brush chipper designed to chip those limbs and branches that do not qualify as YARD WASTE. Our equipment is not designed to grind small twigs and evergreen trimmings. Your garbage service will take yard waste and roots for nominal costs. **IF IT CAN BE PUT INTO A BAG, THEN IT IS YARD WASTE.**



Incorrect bundling



Correct bundling

Brush is picked up two (2) times a year. The first Monday in May and the third Monday in September. It takes approximately one week to pick up the Township.

BRUSH REMOVAL PROGRAM (CONT.)

Brush should be tied in bundles with twine, **DO NOT USE WIRE**. Brush should be no longer than 4 feet in length and 3 inches in diameter and not over 25 pounds. The Highway Department does not accept any yard waste in bags, containers or garbage cans.

Brush should be out no later than 7:00 am on the Monday of the scheduled pick-up. The Highway Department will come by and pick up the brush sometime during the week.

WOOD CHIP PROGRAM

The Highway Department recycles wood chips back to the homeowners of the Township. Call the Highway Department to schedule a free delivery.



The Township has an ordinance that prohibits the raking of leaves into the street and asks that homeowners **DO NOT** rake leaves into the street. Failure to comply with this ordinance could result in a fine.



STREET SWEEPING

The Highway Commissioner, in response to numerous concerns regarding flooding in the unincorporated curb and gutter areas of the Township, has started a fall sweeping program. Beginning in September or as the leaves begin to fall and create drainage problems, the Highway Department will sweep the streets in the curb and gutter areas of the Township.



This program is intended to help eliminate flooding in flood prone areas of the Township. **This is not intended to be a leaf pickup program.**

This also keeps the leaves from deteriorating and freezing in the curbs, destroying pavement and curbs and gives us all a cleaner community.

In the spring, the Township will be sending the sweeper out into the curb and gutter areas of the Township to clean up any debris which has accumulated along the curb lines during the winter months from the de-icing program.

STORM DAMAGE

One week after a severe storm, the Township may start brush pick up to remove debris. A severe storm is defined as a storm producing enough damage that the Township road crews need to clear roads and right-of-ways of trees/branches for traffic. Please follow these brush pick up guidelines: branches need to be bundled and tied securely with twine.



Do not get near a tree entangled in any type of wires, call your local fire department or DuPage County Sheriff's Office.
Should a tree come down during a storm on private property, it is the responsibility of the homeowner for its proper disposal.

The Highway Department does not conduct a special pick up for Christmas trees, the trees will be removed by your garbage hauler.

PARKING ORDINANCES

There are several No Parking Ordinances in effect in unincorporated Milton Township that prohibit parking on roads or the road right-of-way. Parking violations will be issued to vehicles and/or other equipment parked on township roads or the road right-of-way where posted.

Temporary parking permits will be issued for certain defined purposes and for emergencies, and must be arranged by calling the Township Highway Department at (630) 682-4270. No exceptions in winter if snow is predicted.

WINTER NO PARKING BAN (Ordinance # 0-97-14)

There is a Winter No Parking Ban on all Township streets from December 1st to April 15th from 2:00 AM to 6:00 AM



ALL areas have Snow Routes, NO PARKING AFTER 2” SNOW FALL

The Township will often post an area by subdivision using a sign similar to the one shown above. Streets that lead into a subdivision will be posted with this sign or one similar to it and **the no parking ordinance applies to all streets within that subdivision**. Vehicles parked in violation are subject to being ticketed.

CULVERTS AND DITCHES

The Township does ditching and driveway culvert replacement as needed, in most cases, at no cost to the homeowner, once the street has been accepted into the Township road system. It is crucial that homeowners keep leaves and debris away from culverts for proper drainage.



SIDEWALKS

The Township has a cost share program with the homeowners for the replacement of sidewalks. Sidewalks will not qualify for replacement for cosmetic reasons. Call the Township for an inspection if you think your sidewalk needs repairing.

Our budget is small, so please call early to get in on this program.

TREE TRIMMING IS DONE ALL YEAR LONG

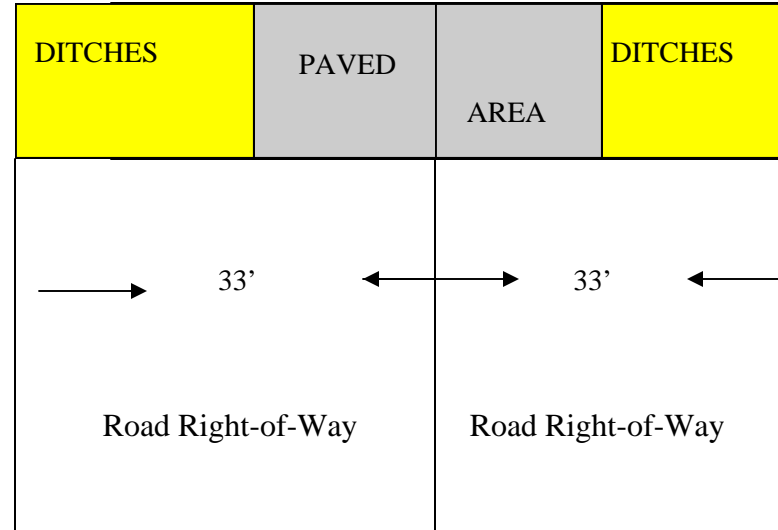
The Township trims trees on the parkway as needed. All trimming is done at the discretion of the Township. As much as we would like to accommodate the request of the homeowner to be present during the trimming, that is not always possible. Dead trees and storm damaged trees on the parkway are also removed by the Township. If a tree needs to be removed, the Township will also remove the stump.



The Township does not replace trees that are removed. Homeowners can replace the tree at their cost with the approval of the Township. Special requests for tree trimming will be noted, but the Township tries to trim a subdivision at one time to conserve time and fuel. In certain areas, the Township will not allow trees to be planted back in the right-of-way. Trees will have to be planted on private property. Call before you plant.

PARKING AND ORDINANCE VIOLATIONS

The DuPage County Sheriff’s Department enforces these Ordinances



Example of most Township’s Road Right-of-Way.
Call to get the Road Right-of-Way of your street.

Parking Violations will be issued to vehicles and/or other equipment parked on Township roads or the road right-of-way. The \$25.00 fine can be paid by mail in the envelope provided or in person at the DuPage County Clerk of the Circuit Court, 505 N. County Farm Rd., Wheaton, IL 60187.

Township road right-of-ways are not to be used for parking of trailers, boats, campers, dumpsters, etc. They need to be stored on homeowner’s property.

Vehicles which are marked “For Sale” are also not allowed to be parked on Township Road Right-of-Way.

LOOKING OUT FOR THE ENVIRONMENT

Milton Township is the first Township in DuPage County to begin using a Geo Melt/Beet Juice product along with its de-icing program. The Geo Melt product which is environmentally friendly, helps to cut back on the amount of salt required during the winter months to keep the roads safe.

Milton Township has for many years, been recycling the wood chips from the removal and maintenance of parkway trees on our right-of-ways back to the homeowners of the Township. This program not only helps keep our landfills from filling up with unnecessary material, but provides a usable product to the residents of the Township for landscaping around their homes.

Milton Township started a program that has “NO DUMPING—DRAINS TO RIVER” symbols painted at storm water drains throughout the Township. This symbol is intended to remind the residents of the Township that it is not only illegal to dump anything into a storm drain but it is also hazardous to the environment.

Milton Township has been working with DuPage County to implement best management practices for storm water runoff. The Township, along with DuPage County, has been identifying the locations and outlet of drain pipes throughout the Township to get a better idea of where the water is coming from and going to.

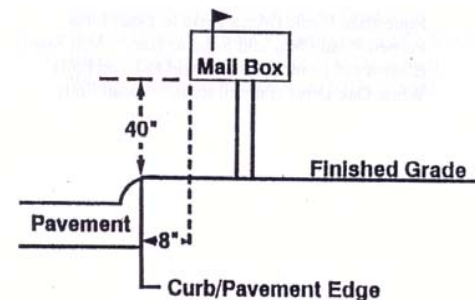
MAILBOX INSTALLATION GUIDELINES

The following Postal Service guidelines apply to the installation of a rural style mailbox on a post in front of your home.

The bottom of the mailbox should be forty (40) inches above the ground. The front of the mailbox should be eight (8) inches in from the back of the curb or edge of the road or shoulder. Posts should be 4 x 4 inch wood posts or a two (2) inch thin-wall steel pipe. Not acceptable are mailboxes closer than eight (8) inches or protruding into the street. Not acceptable are posts larger than 4 x 4 such as railroad ties, mailboxes in brick piers, I-beams, etc.

Snow removal for mailbox approaches is the responsibility of the homeowner when mailboxes are not installed according to the guidelines.

If installed properly and the mailbox and post is damaged by Township equipment when snow plowing, we will replace it with a “standard” 4 x 4 wood post and support. Mailbox replacement is the standard box, model 1C. If the post is damaged but can be repaired, it will be repaired. Not all mailbox damage is from the Township equipment. **Old, rotten, rusted through posts, or vandalized boxes are not the Township’s responsibility.** If the mailbox does not conform to the above guidelines, the Township will not be held responsible for any damage.



Typical 4 x 4 post & mailbox Replacement by Township

GARBAGE CANS

Garbage cans should be placed off the road and on your driveway to avoid being hit by the plow. Prompt removal of empty containers is also recommended.



CORRECT

PLACEMENT

Milton Township, following the guidelines and specifications of the Illinois Department of Transportation, has been returning a percentage of recycled material from our paving projects back to the streets of the Township. This not only recycles a good useable product back into the environment but helps cut the cost of our paving projects. Beginning with the 2009 Paving Program, the Township implemented recycling asphalt pavement rather than removing old asphalt from the project site.

Milton Township, as mandated by the Federal Government, has been using a Bio Diesel fuel to operate its trucks and heavy equipment. This blend of fuel costs more, but it burns cleaner and is better for the environment.



Leask Lane

WRONG

PLACEMENT



SNOW AND ICE CONTROL

Milton Township begins salting when the snow starts to accumulate and traffic safety is affected. In 2007, the Township began using a salt and beet juice blend of de-icing materials to provide more traction and help reduce the amount of salt being used and to offset a huge price increase in rock salt. In 2008-2009 rock salt was \$120.45 a ton and in 2009-2010, with joint purchasing with DuPage County rock salt is \$74.58 a ton. Last winter season, the Township added an additional de-icing method. Geo Melt beet juice is being applied on some of the main streets around the Township to keep ice from bonding to the street.



To aid in snow clearance, the Township has adopted a parking ban on snow routes. There is also a Countywide No Parking ban, you can be fined for parking on the street and/or road right-of-way on snow days. Please do not park on your street if snow is anticipated or if the street has not yet been plowed. Parking on cul-de-sacs, dead ends, turn-arounds and on the street should be avoided when plow trucks are out. Parked cars in these areas prevent the plows from removing the snow properly and/or turning around and such cars are subject to being towed at the owner's expense.

DO NOT push snow from your driveway into the street or over the top of culverts; this blocks drainage during melting and rain events.

SNOW AND ICE CONTROL (CONT.)

Our crew does not intentionally “plow in” your driveway nor aim for your mailbox. Our snowplows are of the same side delivery design as those of all other municipalities. As a result, snow is discharged toward the road edges and inevitably into driveways. If possible, delay the time you clear the driveway until the plows have cleared your street. **Please do not shovel your driveway into the street, doing so creates a hazard when it refreezes to the pavement.** As much as the Township would like to assist homeowners clearing the ends of their driveways, the Township does not have the manpower to provide this service.



Truck speed at approximately 15 MPH

Occasionally heavy slush discharged from a plow will knock down a mailbox. Most mailboxes, if properly placed and installed, will withstand heavy slush. **The Township will not be responsible for damage to improperly placed or neglected mailboxes.** If your mailbox meets specifications and is damaged as a result of our work, contact this office for a replacement. If you have an expensive mailbox, you may want to remove it for the winter months. The Township cannot be responsible for decorative or hand crafted mailboxes.