



# Holland Township

61 Church Road  
Milford, New Jersey 08848  
Phone (908) 995-4947  
Fax (908) 995-0883  
[www.hollandtownshipnj.gov](http://www.hollandtownshipnj.gov)

## MAILBOX DAMAGE/REPLACEMENT FORM

I \_\_\_\_\_ (Name) of \_\_\_\_\_ (Mailing Address), Township of Holland, hereby request reimbursement for damages to my mailbox caused by being hit by a snow plow or snow thrown by a snowplow or \_\_\_\_\_ (Other) on \_\_\_\_\_ (Date).

I understand the town has a right to review this claim, and may reimburse me up to \$50.00 for damage to and replacement of the mailbox. No reimbursement shall exceed \$50.00 regardless of the size, cost, or elaborateness of the mailbox.

*This claim must be submitted within thirty (30 days) of the date of the damage. Original receipt for replacement/repair(s) must be attached.*

**Submit form and documentation to:  
Corey Colaluce, DPW Superintendent  
Township of Holland  
61 Church Road  
Milford, NJ 08848**

SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

### *For Township Use Only:*

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_



**Township of Holland**  
IN  
HUNTERDON COUNTY

61 Church Road  
Milford, New Jersey 08848  
Phone (908) 995-4847 ext 210  
Fax (908) 995-7112

[www.hollandtownshipnj.gov](http://www.hollandtownshipnj.gov)

**RESOLUTION**  
Township's Policy  
Claims for Mailboxes Damaged by Snowplows

**WHEREAS**, the Department of Public Works is responsible for plowing snow on Township roads; and

**WHEREAS**, mailboxes may sustain damage from snowplows as they are often placed in the Township right-of-way; and

**WHEREAS**, it is beneficial to the Township to establish a policy to efficiently respond to and address those instances where mailboxes are damaged; and

**WHEREAS**, the Township has determined that this policy may need to be updated and amended to allow for changes in circumstances.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Holland, County of Hunterdon, in the state of New Jersey, that the following policy is established for instances where mailboxes are damaged as a result of snowplowing on Township roads:

- If a mailbox is hit by a Township snowplow or damaged due to snow thrown by a snowplow, the owner shall contact the Township within thirty (30) days to report the incident. Any claim submitted after 30 days will not be processed.
- The resident will replace the mailbox and submit an original receipt for the replacement. The township will reimburse the resident up to \$50.00, but no more than the cost of the mailbox.

**BE IT FURTHER RESOLVED**, that the Superintendent of Public Works is authorized to submit these claims and Chief Finance Officer is authorized to process and pay these claims.

**BE IT FINALLY RESOLVED** that this Resolution is effective upon adoption.

*I Catherine M. Miller, Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of Holland at a regular and duly convened meeting held on January 18, 2022.*

*In witness thereof, I have set my hand and affixed the seal of the Township of Holland this 19<sup>th</sup> day of January 2022.*

Catherine M. Miller, RMC  
Municipal Clerk, Holland Township

