



**TRUSTEES:** Donald Barto, Sr. 517-581-6871  
Kellie Schlachter 419-350-2945  
Mark Schuster 419-466-9884  
**FISCAL OFFICER:** Michele Nowakowski 419-410-8304

Trustee@washington-twp.com  
Fiscal-officer@washington-twp.com

2469 Shoreland Ave • Toledo OH 43611 • Office 419.726.6621 • , Fax 419.727.9833 • <http://www.washington-twp.com>

Resolution # 28:22

Date: 05/24/2022

## New Policy for Credit Card Processing

The Board of Trustees of Washington Township, Lucas County, Toledo, Ohio met in a Regular Session Meeting on Tuesday, June 14th, 2022 at the Washington Township Hall with the following members present:

- Kellie Schlachter
- Mark Schuster
- Donald Barto, Sr.

Trustee Schlachter moved to propose the following resolution:

WHEREAS; there is a need for a new policy in order to process credit card payments for our township.

WHEREAS; township offices that are authorized to accept payments include:  
Park/Police/Zoning/Administration.

WHEREAS; these offices would accept credit card payments for the following:  
shelter rentals/tow lot/permits and/or any other goods or services provided.

WHEREAS; credit card payments may be made in the method of credit or debit.

WHEREAS; nonrefundable surcharges will be charged to the consumer making a credit card payment.

WHEREAS; every township office accepting credit card payments shall clearly post a notice & shall notify each person making a credit card payment, about the surcharge or fee.

WHEREAS; any person making a dishonored payment for any reason is to reimburse the township for banking charges, legal fees, or other expenses incurred by the township in collecting the returned or dishonored payment.

WHEREAS, this resolution must be posted in each township office that accepts payments, including our website for online payments.

THEREFORE, BE IT RESOLVED; that fee notices and resolution are to be posted in each township office accepting credit card payment and the credit card processing policy created will be implemented upon this approval for the purpose of any credit card payments to our township for services or goods provided as stated in this resolution.

Trustee Barto seconded this resolution and the vote resulted as follows:

3rd Kellie Schlachter	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2nd Mark Schuster	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1st Donald Barto, Sr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

I, Michele A. Nowakowski, Fiscal Officer of the Washington Township Board of Trustees, do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of said Township, dated June 14<sup>th</sup>, 2022; that the same has been compared by me with the Resolution on said Record and that is a true and correct copy thereof.

Witness my signature, this 14<sup>th</sup> day of June, 2022.

X Michele Nowakowski

Michele A Nowakowski, Fiscal Officer

**From:** John Borell  
**Sent:** Wednesday, May 25, 2022 10:53 AM  
**To:** Fiscal-officer@washington-twp.com  
**Subject:** \*\*\*SPAM\*\*\* Re: FW: \*\*\*SPAM\*\*\* RE: \*\*\*SPAM\*\*\* Re: RE: \*\*\*SPAM\*\*\* Re:New Policy

This looks fine.



**John A. Borell, Sr.**  
**Assistant Lucas County Prosecuting Attorney**  
**Deputy Chief, Civil Division**  
700 Adams Street  
Suite 250  
Toledo, OH 43604  
Office: 419-213-2001  
Fax: 419-213-2011



Confidentiality Statement: This electronic message contains information from the Lucas County Prosecutor's Office, and may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this electronic message in error, please notify the sender immediately by reply e-mail or telephone 419-213-2001.

>>> Michele Nowakowski <[fiscal-officer@washington-twp.com](mailto:fiscal-officer@washington-twp.com)> 5/24/2022 11:05 AM >>>  
Hi John,

Did you get a chance to look at the revision to include the cancellation part of the policy?

Michele Nowakowski  
Fiscal Officer  
Washington Township  
Lucas County

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain private, confidential, and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, employee, or agent responsible for delivering this message, please contact the sender by reply e-mail and destroy all copies of the original e-mail message.