

## **TOWN OF SAXEVILLE POLICY #01-17-2022**

### **TOWN TO RECOUP OCCURRED BANK FEES DUE TO PERSONS PAYING TOWN WITH CHECKS THAT DO NOT CLEAR THE BANK.**

The Board will have the Clerk charge to recoup administrative costs in handling the task of the loss, plus the amount of bank fees.

Administrative charges shall be clerk time (minimum one hour) plus materials necessary to complete the task.

After review, motion was made by Supervisor Hansen and seconded by Supervisor Peterson to have Clerk bill each instance individually per her hourly wage for her time plus materials and all bank fees to complete the task. Upon voice vote, motion passed.