



The township is offering a safe and secure meeting place for residents who participate in online sales and purchases from websites such as Craigslist, eBay, etc.

During regular business hours only, the township will allow members of the community to complete the exchange of online purchases in the building lobby (or meeting room if available).

Always keep safety in mind...Bring a friend, have your cell phone charged and with you, and only accept cash as payment.

- **Business Hours:** Monday through Friday ~ 8:00AM to 4:00PM
- When arriving for your exchange meeting, it is **not necessary for you to check-in with the receptionist**. The meeting exchange is between you and your party only. You may have a seat in the lobby while waiting for your party to arrive. **Keep in mind:** This is an office environment ~ while waiting and during the exchange, please keep voices at a reasonable level.
- The office closes at 4:00PM. **It is recommended you not make an arrangement for an exchange meeting to take place after 3:30PM.**
- If your party has not arrived by 3:55PM, or if you have not completed your exchange by 3:55PM, you will need to move outside so the office can be locked. **You may not wait or stay in the building after closing at 4:00PM.**
- Once your party has arrived, you may complete the exchange in the lobby or meeting room located just off the lobby (only if there is no township meeting already taking place).
- Be sure the party you are meeting with has your cell phone # for contact purposes. **Do not give the township phone # as a contact number.** Exchange meetings are only between the parties involved. The township is not providing a service to relay messages regarding an exchange meeting.