



TOWNSHIP OF NEWTOWN

RESOLUTION 2016-33

Sale of Personal Property

WHEREAS: the Second Class Township Code section 1504 (b) provides for the sale of personal property with a fair market value of which is estimated to be less than one thousand dollars (\$1,000); and

WHEREAS: the Second Class Township Code allows for the Board of Supervisors to adopt a procedure by which the personal property may be sold without further action by the Board of Supervisors; and

WHEREAS: From time to time the Township desires to sell personal property that is no longer needed or has outlived its useful life for the Township; and

WHEREAS: The Board wishes to expedite the procedure for selling such property and adopting such a policy and procedure; and

WHEREAS: Policy 2016-08 Sale of Township Property less than \$1,000 in value, addresses the Board's policy and desired procedure;

THEREFORE: the Board of Supervisors, Newtown Township, adopts Policy 2016-08 Sale of Township Property less than \$1,000 in value, which is attached, as the policy and procedure to be followed for the sale of items less than \$1,000 if the Board wishes to take no further action after the sale.

RESOLVED, this 11th day of July, 2016.



ATTEST:

Stephen M. Nease

Stephen M. Nease, Secretary/Township Manager

**BOARD OF SUPERVISORS
TOWNSHIP OF NEWTOWN**

BY: _____

John Nawn
John Nawn, Chairman



Newtown Township Policy

Title: Sale of Township Owned Personal Property less than \$1000.00 in value

Policy: 2016-08	Replaces: NEW	Issue Date: July 11, 2016
Section: FINANCE	Distribution: STAFF & BOARD	Effective Date: July 11, 2016
Chapter: TBD	Issued By: Board of Supervisors	Review Date: July 2017

Purpose:

Establish a policy for selling Township owned personal property worth less than \$1000.00 in value without having to go back to the Board of Supervisor for approval of each item sold.

Definitions:

Personal Property – any property that not Real Estate in nature.

Policy:

Township owned personal property may be sold by the township without each final sale being approved by the Board of Supervisors if all items to be sold are listed with descriptions and or with pictures and approved with the initial sales price by Board of Supervisors at an advertised public meeting. Sale items must be advertised on the Township Website, made available view 24 hours prior to the sale which can be up to 80 consecutive hours with times when items are not available while office is closed or during over night hours. A complete accounting of all sold items is to be given to the Board of Supervisors at their next scheduled meeting after the close of the sale.

Employees or Elected Officials can only purchase items at the listed sales price or new listed price if the item has been available to the public for at least 12 hours at the initial listed price and 8 hours at the adjusted price. All purchases by employees must be approved by the Board of Supervisors prior to the sale being made final. The property must remain in the Township possession until the Board approves the sale of the item and the price.

Procedures:

As it becomes apparent from time to time that personal property is no longer needed by the Township, Department Heads will make recommendation to the Township Manager of items to be sold. The Manager will present to the Board of Supervisors a list of items and a description with a recommended sales value. The Board will approve the list and the initial price at a advertised public meeting. The Township Manager will or cause to have the items advertised on the Township Website for not less than one week prior to the sale all items for sale, the item's sale price, and the location of the sale, date and time of sale and prior viewing. Item(s) will be put on display at the location indicated on the website 24 hours prior to the sale for viewing. If the items have not sold in the first 32 hours the Township Manager may drop the price and repost on the Township Website to be sold at the new price 12 hours or more after the new price is posted.