

WASHINGTON TOWNSHIP

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SUPERVISORS

John J. Krause-Chairman
Wendell S. Gainer, Jr.- Vice Chairman
Lynn A. Brown

RESOLUTION 2023-11 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 two thousand dollars (\$2,000); 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 the attached Sale of Township Property less than \$2,000 in value, addresses the Board's policy and desired procedure;

THEREFORE the Board of Supervisors, Washington Township, adopts the policy of the Sale of Township Property less than \$2,000 in value, which is attached, as the policy and procedure to be followed for the sale of items less than \$2,000 if the Board wishes to take no further action after the sale.

RESOLVED AND ENACTED, this 20th day of March 2023.

TOWNSHIP OF WASHINGTON

By: _____
John J. Krause- Board Chairman

By: _____
Wendell S. Gainer, Jr.- Vice-Chairman

By: _____
Lynn A. Brown- Supervisor

Attest:

Dawn A. Koch- Township Manager Date

WASHINGTON TOWNSHIP POLICY

Policy#:	Section: Finance	Effective Date: 03/20/2023
Title: Sale of Township Owned Personal Property less than \$2,000 in value		Review Date:

Purpose:

Establish a policy for selling Township owned personal property worth less than \$2,000.00 in value without seeking Board of Supervisor approval of each item sold.

Definition:

Personal Property- any property owned by the Township that is not Real Estate.

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 sale price by Board of Supervisors at an advertised public meeting. Sale items must be advertised on the Township website, made available to be viewed 24 hours prior to the sale which can be up to 40 consecutive hours with times which 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 schedule public meeting after the close of the sale.

Employee 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 32 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, the Roadmaster 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 an advertised public meeting. The Township Manager will advertise the items available for sale on the Township website one week prior to the sale. The Advertisement will list the items for sale, items price, and location of the sale. Items 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.