

**UPPER DUBLIN TOWNSHIP  
POLICY REGARDING THE DISPOSITION  
OF PERSONAL PROPERTY OWNED BY THE TOWNSHIP**

The Board of Commissioners is required by the First Class Township Code, § 1501, to approve by resolution the sale of Township personal property having a value greater than \$1000.00. The Board of Commissioners is authorized, however, to adopt a procedure for the disposition of surplus personal property having a value of less than \$1000.00. If this procedure is followed by Township employees, approval of the disposition of individual items of personal property having a value of less than \$1000.00 need not be given by the Board of Commissioners. The policies set forth herein constitute the method and procedure approved by the Board of Commissioners for the disposition of all personal property owned by the Township.

1. Whenever items of personal property are disposed of pursuant to this policy, the Department Head shall first give approval concerning the method of disposition. Following such disposition, the Department Head shall render a report to the Township Manager containing the following information:

- a. The date and manner of disposition.
- b. Identification of the items disposed of.
- c. The proceeds of the disposition and to what account the proceeds were deposited.
- d. What policy as set forth in this document authorized the method and manner of disposition.

If the personal property disposed of had a value in excess of \$1000, a copy of the report shall be forwarded by the Township Manager to the Board of Commissioners.

2. Where, in the opinion of the Department Head, acting on behalf of the Board of Commissioners, the value of a single item or group of items to be disposed of in a single sale exceeds \$1000.00, one of the following procedures shall be followed:

- a. Ebay Sale.
  - i. Advertise once in the Ambler Gazette that the items will be placed with Ebay for auction sale on a particular date. Any interested person may bid.
  - ii. Arrange for the Ebay sale directly with the company.
- b. Public Auction Sale.

- i. Place the items for sale with a local auction company such as Alderfer in Hatfield or Stephenson in Southampton.
- ii. The lot of items should then be advertised for sale once in the Ambler Gazette no less than 10 days before the sale date.

c. Public Bid Sale

- i. Advertise by mail and/or newspaper notice the invitation to submit bids on the item or items to be sold and provide a time and place for the bid to be opened. A check for 10% of the bid price should be included with the bid. Provide for the balance of the bid price to be paid upon delivery of the goods – pick a time for that delivery.
- ii. Open the bids on the given day and deposit the down money of the high bidder.
- iii. Deliver the property to the high bidder at a subsequent date in return for a check for the balance of the sale price.

3. Where, in the opinion of the Department Head, the value of a single item or group of items to be disposed of in a single sale does not exceed \$1000, one of the following procedures shall be followed:

a. Library collection items.

- i. Items in the library collection to be discarded or recycled, may instead be placed with the Friends of the Upper Dublin Library as agent for the Township to place such items for periodic sale, or for daily sale from shelves dedicated to this purpose in the Library, or to donate, recycle or discard those items not suitable for sale.
- ii. The Friends of the Upper Dublin Library shall receive the proceeds of this sale provided the Township has on file a letter from them committing the proceeds of the sale to the benefit of the Upper Dublin Library in such manner as the Friends of the Upper Dublin Library and the Director of Library Services may agree.

b. Other personal property.

- i. The Township Manager shall supervise the disposition of other Township personal property in a commercially reasonable manner to the general public.

- ii. No Township employee may receive or purchase Township personal property, however, unless such item has first been offered to the general public by bid or auction upon such public notice as the Township Manager deems to be reasonable. Nothing herein shall prevent a Township employee from submitting a bid or from purchasing by bid or at auction provided such public notice has first been given.

c. Lost property

- i. Any township employee, while acting as such, who finds lost property shall deliver such lost property to the Township Manager or his designated representative, and such township employee shall have no legal right or claim to such lost property.
- ii. The Township Manager shall make a reasonable effort to determine the owner of such lost property and to return such lost property to such legal owner.
- iii. If the legal owner of lost property cannot be found, such lost property shall be the property of the Upper Dublin Township, unless otherwise escheated to the Commonwealth of Pennsylvania.
- iv. All lost property becoming the property of the Township shall be sold or negotiated by the township as set forth in this policy and the proceeds of such sale shall become a part of the general fund of the Township. Any lost property in the form of United States currency becoming the property of the township shall be paid directly into the general fund.

4. The Township Manager may authorize the abandonment, destruction or donation to public bodies or to charitable, civic or nonprofit organizations of Township property which has previously been offered for sale pursuant to this policy and for which no required bid or offer was received.

5. These policies are not required to be followed in the following cases:

- a. The Township Manager, in lieu of any of the above procedures, can authorize the disposition of personal property to a county, city, borough, township, school district, volunteer fire company, volunteer ambulance service or volunteer rescue squad located within the Township, or to a nonprofit corporation engaged in community industrial, commercial or affordable housing development or reuse. In such case the Township Manager shall thereafter report such disposition and the terms thereof to the Board of Commissioners.

- b. Where Township property is to be traded in, abandoned or exchanged for new Township property.

APPROVED, by the Board of Commissioners

of Upper Dublin Township the

\_\_\_\_\_ day of \_\_\_\_\_, 2009.