

## Town of Windsor

### Memorandum

November 12, 2013

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Surplus Property

In accordance with the Town's surplus property policy, I have examined the following items and determined that they are no longer needed or used by the Town.

1. Homelite trash pump model HTP2 Serial Number MR0400012
2. Myers utility pump Serial Number 460 282
3. 2004 Dodge Intrepid VIN 1B3MD46VXM701391
4. 2003 Dodge Intrepid VIN 2B3HD46V13H556059
5. 2005 Ford Crown Victoria VIN 2FAHP71W05X161182

In this regard, I am enclosing a resolution declaring the said items surplus and authorizing their disposal in accordance with the surplus property policy.

I intend to have these items consigned by Marshall Enterprises in Carrollton, VA. These items, along with others, will be auctioned off Saturday December 7<sup>th</sup> beginning at 8:30 am. The auction will be held at 21207 Boundary Road in Carrollton.

I recommend that you adopt the attached resolution declaring the mentioned items surplus to the Town.

#### **Recommended Motion**

Move that Council adopt the resolution entitled *A Resolution Declaring Certain Non-fixed Assets Surplus and Approving the Disposal of Said Assets.*

**RESOLUTION**

A Resolution Declaring Certain Non-fixed Assets  
Surplus and Approving the Disposal of Said Assets.

**WHEREAS**, in order to assure that its capital assets are accounted, tracked, and disposed of properly, the Town Council of the Town of Windsor, Virginia has adopted a capital asset policy and surplus property policy; and

**WHEREAS**, the surplus property policy requires that Town Council, upon the recommendation of the Town Manager, shall declare all non-fixed assets that are no longer needed or used by the Town surplus; and

**WHEREAS**, the Town Manager has examined the below mentioned items and determined that they are no longer needed or used by the Town;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Windsor, Virginia as follows:

Section 1. The Town Council determines that the following items are no longer needed or used by the Town and are declared surplus:

1. Homelite trash pump model HTP2 Serial Number MR0400012
2. Myers utility pump Serial Number 460 282
3. 2004 Dodge Intrepid VIN 1B3MD46VXM701391
4. 2003 Dodge Intrepid VIN 2B3HD46V13H556059
5. 2005 Ford Crown Victoria VIN 2FAHP71W05X161182

Section 2. The Town Manager is hereby authorized to dispose of such items in accordance with the Town's surplus property policy.

Adopted: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Town Clerk