

Town of Windsor

Memorandum

September 8, 2015

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

As you are aware, we recently purchased two new police cars. As such, we have taken two cars out of service. Council has already declared the 07 Dodge Charger as surplus. The remaining vehicle is a 08 Ford Crown Victoria. Typically we would dispose of the decommissioned vehicles through an auction or sale. Historically, these vehicles have not sold for large amounts of money. As such, we have been exploring possibilities for disposal of these vehicles.

One option that the Town has entertained in the past is the donation of a vehicle to an agency that is in need of a vehicle. We have identified such an agency. This agency is the Town of Windsor's Rescue Squad. They have made us aware of their need for a vehicle such as ours.

I am enclosing a memorandum from Chief Riddle that pertains to this donation.

I am also enclosing a resolution that would declare this vehicle as surplus and authorize the Town Manager to dispose of this vehicle in accordance with Town policy, in this case, donation of the vehicle to the Windsor Volunteer Rescue Squad.

Recommended Motion

Move that Council adopt the resolution entitled:

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




WINDSOR POLICE DEPARTMENT
56 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487
PHONE: 757.242.6799 FAX: 757.242.0328



September 1st, 2015

To: Michael Stallings, Town Manger

From: R.D. Riddle, Chief of Police 

Ref: Declaring 2008 Crown Victoria Surplus Property and Donation to WVRS

Sir,

With the recent purchase of two new police vehicles, I would request that the 2008 Crown Victoria VIN # 2FAHP71V78X132175 be declared surplus property. The Windsor Volunteer Rescue Squad has indicated that they are interested in having the vehicle donated to their organization for official use. I would recommend that the Town consider donating the vehicle to the rescue squad. The vehicle will be stripped of its markings and all police equipment prior to disposal. Please see the attached letter from the WVRS Assistant Chief requesting the donation of the vehicle.



Windsor Volunteer Rescue Squad

19 E Windsor Blvd • Post Office Box 636 • Windsor, Virginia 23487
(757) 242-6760 • Fax (757) 242-3927

August 28, 2015

Chief Riddle

56 E Windsor Blvd

Windsor, VA 23487

RE: Surplus Vehicle

We, the volunteers at the Windsor Volunteer Rescue Squad are inquiring about a surplus vehicle that is being donated to our squad from your department. We greatly appreciate the receipt of this vehicle.

Yours Truly,

Anthony Booker

A handwritten signature in black ink, appearing to read "Anthony Booker".

Assistant Chief

757-544-4434

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; and

WHEREAS, the Windsor Volunteer Rescue Squad has indicated that they are in need of a vehicle such as ours, and have indicated a desire to acquire the vehicle;

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. 2008 Ford Crown Victoria Sedan VIN # 2FAHP71V78X132175 previously used by the Town's Police Department.

Section 2. The Town Manager is hereby authorized to donate said vehicle to the Windsor Volunteer Rescue Squad.

Adopted:

ATTEST:

Interim Town Clerk