Resolution 2026-11-11-02

The Borough of West Mayfield
Beaver County, Pennsylvania

RESOLUTION AUTHORIZING THE SALE AND DISPOSAL OF UNNECESSARY MUNICIPAL PROPERTY VALUED LESS THAN $2,000

WHEREAS, the Pennsylvania Borough Code (8 Pa.C.S. §1201.2 Personal Property) grants powers to the Council of the Borough of West Mayfield to to dispose of surplus personal property owned by the Municipality with a value of less than $2,000, in the manner most beneficial to the Municipality with the prior approval of the Council; and

WHEREAS, the Pennsylvania Borough Code (8 Pa. C.S.. § 1201.2(b)) also permits a waiver of formal sale procedures including legal advertising when the borough property to be sold has an estimated fair market value less than $2,000 so long as such borough has adopted by resolution procedures for such sale, either individually or by lot; and

WHEREAS, the Council now desires to adopt procedures to permit the Borough Secretary or designated official to sell or dispose of unused, surplus, inoperable, or outdated Municipal personal property valued at less than $2,000 without the need for legal advertising or formal, separate approval resolutions:

NOW, THEREFORE, BE IT RESOLVED, the Council of the Borough of West Mayfield hereby authorizes the Borough Secretary or designated official to sell or dispose of unused, surplus, inoperable, or outdated Municipal $2,000, pursuant to the following procedures:

SECTION 1 Sale or Disposal of Small Valued Municipal Property Procedures

1. The Borough Secretary or designated official shall first determine that the Personal Property to be sold is unused, surplus, inoperable, or outdated, which determination may include whether the Personal Property is no longer cost effective to operate.

2. The Borough Secretary or designated official shall then reasonably estimate the fair market value of the personal property by using one of the following procedures:

    a. Obtaining two estimates, whether verbal or written, from two independent vendors who sell similar or comparable products, with the average of the two estimates being considered the estimated fair market value; or

    b. Obtain value from industry sources (i.e. Kelley Blue Book) or insurance claim information; or

    c. Using current market information for similar items to estimate current value with further consideration and reduction given to existing conditions or useful life of personal property to be sold; or

d. Such other procedure or evaluation in the Borough Secretary or designated official discretion that may be employed to determine a reasonable estimation of fair market value taking into consideration the circumstances of the personal property to be sold including such things as age, use, type, or matter of expedient opportunity.

3. If the personal property meets the requirements as set forth in paragraphs 1 or 2 above, then it may be sold or disposed of either individually or by lot

4. Prior to the disposal of any property, the Borough Secretary or designated official shall seek the approval of the Budget & Finance Oversight Chair.

5. The Council recognizes that unnecessary or surplus personal property that has met a useful lifespan or no longer holds competitive fair market value, such as certain electronic devices, may not be appropriate for even small sale procedures. Therefore, the Borough Secretary or designated official may, in lieu of a sale, dispose of items that reasonably has no or little fair market value through a professional recycling or buy-back program without being advertised or receiving approval by the Council.

6. Any person authorizing or conducting a sale or disposal pursuant to these regulations shall be subject to the Pennsylvania Ethics Act.

SECTION 2 Severability

In the event any provision, section, sentence, clause, or part of this Resolution shall be held to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such invalidity, illegality, or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses, or parts of this Resolution, it being the intent of Municipal Council that the remainder of the Resolution shall be and shall remain in full force and effect.

SECTION 3 Municipal Asset Management Policy-SOG

This resolution and the procedure for the sale or disposal of small valued municipal property shall be documented in the Borough's Municipal Asset Management Policy-SOG.

RESOLVED AND ORDAINED this 11th Day of November, 2026.

BOROUGH OF WEST MAYFIELD

Borough Secretary

President of Council