

DISPOSITION POLICY

BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Gloucester that the Disposition Policy be adopted on January 28, 1985, as follows:

A. Personal property shall not be sold or exchanged for less than its estimated fair value. Personal property of the value of \$2,000 or more, which is to be sold to other than a public body for a public use, shall be sold at a public sale to the highest responsible bidder. Sales of the Gloucester City Housing Authority's personal property not needed for public use shall be made in the following manner:

1. If the estimated fair value of the personal property offered for sale is less than \$500, the Executive Director or the governing body of the Gloucester City Housing Authority may negotiate a sale in the open market after such informal inquiry as he considers necessary to ensure a fair return to the Gloucester City Housing Authority. The sale shall be documented by an appropriate bill of sale.

2. For sales from \$500 to \$2,000, the Executive Director or the governing body of the Gloucester City Housing Authority shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.

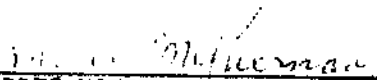
3. Sales of \$2,000 or more of permanent property, and the award of such contracts shall be made only after advertising for formal bids. Such advertising shall give notice of the date, time and place of the public sale together with a description of the items to be sold. The conditions of sale shall be published in a newspaper circulating in the Gloucester City Housing Authority's jurisdiction. Such sale shall not be held less than seven days nor more than fourteen days after the latest publication of the notice. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in


the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as part of the permanent record. The award shall be made to the highest bidder.

4. The sale of personal property to a public body for public use may be negotiated at its estimated fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

5. There shall be full compliance with all State statutes, particularly N.J.S.A. 40A:11-36, regarding the sale or other disposition of the personal property.

B. Personal property shall not be destroyed, abandoned, or donated without the approval of the Executive Director or the governing body of the Gloucester City Housing Authority. The Executive Director or the governing body of the Gloucester City Housing Authority shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director or the governing body of the Gloucester City Housing Authority listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board. The complete documentation in support of destruction, abandonment, or donation, shall be retained as part of the permanent records.


CHARLES MCKIERNAN, Chairman
Gloucester City Housing Authority

WITNESSED: 
DONALD P. CRAIG, ESQUIRE
Gloucester City Housing Authority

DATE: January 28, 1985