



**Town of Port Deposit, Cecil County, Maryland**  
**Resolution 03-2023**  
**DISPOSAL OF TOWN PROPERTY POLICY**

*A Resolution by the Mayor and Council of the Town of Port Deposit to adopt an amendment to the Port Deposit Code, Chapter II Administration, add new Section 2-8 Disposal of Town Property Policy.*

**WHEREAS**, the Mayor and Council have authority under the Port Deposit Charter, Section 1201 – “The Town may acquire, real, personal, or mixed property within the corporate limits of the Town for any public purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, lease, or otherwise dispose of any property belonging to the possession of the Town.”; and

**WHEREAS**, the Mayor and Council have adopted the Port Deposit Code to establish rule and regulations for the Town of Port Deposit; and

**WHEREAS**, the Mayor and Council desire to amend the Port Deposit Code to add a new Section 2-8 Disposal of Town Property Policy to Chapter II Administration.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Port Deposit that the following shall be inserted in the Port Deposit Code, Chapter II Administration, NEW Section 2-8 Disposal of Town Property Policy as follows:

**2-8 DISPOSAL OF TOWN PROPERTY POLICY**

**2-8.1 Definitions**

As used in this chapter, the following terms shall have the meanings indicated:

**DISPOSAL** – The action or process of throwing away, destroying, or getting rid of something without compensation.

**PERSONAL PROPERTY** - a thing or things belonging to the Town of Port Deposit, i.e. equipment, supplies, materials, etc.

**SELL** - give or hand over any tangible items owned or belonging to the Town in exchange for compensation pursuant to a Bill of Sale.

**2-8.2 Procedure**

- The Town Administrator may approve the disposal of, or may sell, any Town owned property by disposal or sale, including supplies, equipment, etc. which are determined to be surplus, obsolete or no longer needed up to a value of \$200.00.
- For items of \$201.00 value or more, the town will accept sealed bids for the item after the item is

advertised on the town website and social media sites for at least 14 days prior to the opening of the bids and sale.

- The Council will review all bids and approve the sale price of items valued over \$201.00 or more.
- A Disposal of Property Request must be approved by the Town Administrator.
- A General Bill of Sale must be signed by the purchaser for all sales.
- Town employees and elected officials are prohibited from purchasing any town property with a value in excess of \$200.00.

**EFFECTIVE DATE:** Resolution 03-2023 shall take effect immediately upon adoption by the Mayor and Council.

Adopted by the Mayor and Council this 7 day of March, 2023

**RESOLUTION 03-2023  
MAYOR AND COUNCIL of the  
TOWN of PORT DEPOSIT, MARYLAND**


  
\_\_\_\_\_  
Robert Kuhs, Mayor

ABSENT  
\_\_\_\_\_  
Kevin Brown, Deputy Mayor

ATTEST:   
\_\_\_\_\_  
Town Administrator

  
\_\_\_\_\_  
Daniel Berlin, Council

  
\_\_\_\_\_  
Thomas Knight, Council

  
\_\_\_\_\_  
Wayne Tome Jr., Council