

SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Patrick Stephens

Prepared By: Alison Zappolo

Date: 10/30/2025

I request permission to surplus the following assets which are no longer of any use to my department.
Proposed disposition (recycle, transfer, auction) of the assets are listed.

<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (recycle, transfer, auction)
See Attached List	Various	Auction/Recycle/Scrap

Department Head Signature: 

Date of Town Board Approval: _____

Once approved by the Town Board, please complete a Deletion/Transfer Form.
For Vehicles and Equipment complete a Vehicle/Motorized Equipment Form.
Send completed form to the Finance Director.

cc: Paula Freedman
Paul Adams

Old Highway Building Surplus

WHD #	Asset #	Year	Description	Action	ID #	Value	WHD #
18396	1135	N/A	Chair: Gray Office	Auction	N/A	\$0.00	18396
18381	1147	1990	Desk: Transferred from WPD	Scrap		\$200.00	18381
18554	2429		Heater: Reddy 35	Scrap	29456	\$300.00	18554
18383	2436	1990	Desk: w/Upper Storage	Scrap		\$1,000.00	18383
18388	2443	1990	File Cabinet: 4-Drawer	Scrap		\$400.00	18388
18389	2444	1990	File Cabinet: (2) Used 2-Drawer	Scrap		\$400.00	18389
18393	2447	1995	Desk: w/ Upper Storage	Scrap		\$1,000.00	18393
18395	2450	1995	Chair: Computer	Auction		\$350.00	18395
18442	2455	2003	Air Conditioner: Magtag Window	Scrap		\$300.00	18442
18443	2456	2003	AED Case/Wall Unit	Scrap	Cardiac Science	\$2,446.00	18443
18401	2466	1990	File Cabinet: Long Table Unit w/2-Drawer	Scrap		\$500.00	18401
18402	2467	1990	File Cabinet: 4-Drawer	Scrap		\$500.00	18402
18403	2468		File Cabinet: 4-Drawer	Scrap		\$500.00	18403
18406	2473	1990	Desk: Metal	Scrap		\$300.00	18406
18411	2479	1990	Desk: Steel	Scrap		\$300.00	18411
18414	2482	1990	File Cabinet: 3-Drawer	Scrap		\$875.00	18414
18419	2489		Desk	Recycle		\$300.00	18419
18422	2492		File Cabinet: 4-Drawer	Scrap		\$500.00	18422
18423	2493		File Cabinet: 4-Drawer	Scrap		\$500.00	18423
18426	2498	1990	File Cabinet: 4-Drawer	Scrap		\$500.00	18426
18427	2499	1990	File Cabinet: 4-Drawer	Scrap		\$500.00	18427
18429	2501	1990	Desk	Recycle		\$300.00	18429
18382	2502	1998	Desk: Wood	Recycle		\$250.00	18382
18453	2512	2006	File Cabinet: 2-Drawer	Scrap		\$35.00	18453
18438	2513	1990	Chair: Group of 30		\$35.36 each	\$910.80	18438
18450	2527	2005	Air Conditioner: Frigidaire Window	Scrap		\$222.00	18450
18468	2730		2-Shelf Bookcase	Auction	Transferred from Community Development. In superintendents office	\$0.00	18468
18412	2799	1999	Desk: Hon with Hutch Transferred from WPD	Recycle	N/A	\$350.00	18412
18432	2808	1999	White Board: Transferred from WPD	Recycle		\$300.00	18432
18437	2809	1999	White Board: Transferred from WPD	Recycle		\$300.00	18437

18386	3097	N/A	Chair: Gray Office w/Arms	Auction	N/A	\$0.00	18386
18397	3098	N/A	Chair: Gray Office w/Arms	Auction	N/A	\$0.00	18397
18445	3134		File Cabinet: 4-Drawer	Scrap		\$100.00	18445
18409	3374	2005	Printer: Plotter Transferred from DPW	Auction	S/N: S654624026	\$10,803.00	18409
18466	4277		Shelves: 9' x 9' Metal Unit	Scrap		\$0.00	18466
18467	4280		Map File: 5-Drawer	Scrap		\$0.00	18467
18451	4414	2006	Printer: HP Laserjet 2820 Color	Recycle		\$729.97	18451
18452	4420	2006	File Cabinet: 2-Drawer	Scrap		\$50.00	18452
18512	4571	2006	Chain Hoist: Lift Standard (Attached to Highway Bldg.)	Recycle		\$2,242.00	18512
18473	4662		Cabinet: Wood	Scrap		\$0.00	18473
18457	4663		File Cabinet: Herman Miller 2-Drawer Lateral	Scrap		\$228.00	18457
18476	4668		Chair: Upholstered & Wood	Auction		\$0.00	18476
18482	4669		Map File: 5-Drawer	Scrap		\$0.00	18482
18400	4819	2008	Desk: Steelcase 30x60"- Putty Metal with Teak desktop	Scrap		\$250.00	18400
18407	4824	2008	Table: Group of 8	Auction	683072	\$1,192.00	18407
18420	4826	2008	Desk: Used Gunlocke Cherry U-Shaped with Hutch	Auction		\$2,225.00	18420
18421	4827	2008	Chair: Used Desk	Auction		\$25.00	18421
18398	4828	2008	Air Conditioner: Frigidaire	Scrap	205394	\$167.00	18398
18483	4916	N/A	Chair: Used Desk	Auction	N/A	\$50.00	18483
18474	4917	N/A	Chair: Group of 4 Used Desk	Auction	\$50.00 each/Purchased in 2009	\$200.00	18474
18461	4919	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18461
18441	4920	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18441
18459	4921	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18459
18391	4922	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18391
18385	4923	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18385
18418	4924	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18418
18431	4925	2010	Chair: Burgundy Task Chair w/Arms	Auction		\$125.00	18431
18439	4926	2010	Table: Round Conference	Auction		\$350.00	18439
18485	5165	2010	Cabinet: Used 6' Storage for Shop	Scrap	N/A	\$75.00	18485
18486	5166	2010	Cabinet: Used 42" Storage for Shop	Scrap	N/A	\$75.00	18486
18487	5167	2010	Cabinet: Used 42" Storage for Shop	Scrap	N/A	\$75.00	18487
18488	5168	2010	Cabinet: Used Storage for Shop	Scrap	N/A	\$150.00	18488
18489	5169	2010	Cabinet: Used Storage for Shop	Scrap	N/A	\$150.00	18489

18490	5408	Used	Shelf: Metal for Parts Room in Shop	Scrap	N/A		\$125.00	18490
18491	5409	Used	Shelf: Metal for Parts Room in Shop	Scrap	N/A		\$125.00	18491
18492	5410	Used	Shelf: Metal for Parts Room in Shop	Scrap	N/A		\$125.00	18492
18493	5411	Used	Shelf: Metal for Parts Room in Shop	Scrap	N/A		\$125.00	18493
18434	5419	2011	Refrigerator: Frigidaire	Auction		Serial # BA14027666	\$474.00	18434
18494	5423	Used	Lockers: Group of 5 Uniform	Auction		N/A	\$250.00	18494
18463	5428	2012	Chair: Group of 3 Used Upholstered Burgundy	Auction	N/A		\$225.00	18463
18264	5909	2013	Circular Saw: DeWalt 6 1/2" 18V	Auction		DC390	\$98.00	18264
18265	5910	2013	Circular Saw: DeWalt 6 1/2" 18V	Auction		DC390	\$98.00	18265
18266	6071	2013	Reciprocating Saw: DeWalt 18V	Auction		DC385	\$98.00	18266
18267	6072	2013	Reciprocating Saw: DeWalt 18V	Auction		DC385	\$98.00	18267
18268	6073	2013	Impact Wrench: DeWalt 1/2" High Torque 18V	Auction		DW059	\$98.00	18268
18269	6074	2013	Impact Wrench: DeWalt 1/2" High Torque 18V	Auction		DW059	\$98.00	18269
18270	6075	2013	Impact Driver: DeWalt 1/4" 18V	Auction		DC825	\$98.00	18270
18272	6077	2013	Jig Saw: DeWalt 18V	Auction		DC330	\$98.00	18272
18273	6078	2013	Jig Saw: DeWalt 18V	Auction		DC330	\$98.00	18273
18276	6081	2013	Cut-Out Tool: DeWalt 18V	Auction		DC550	\$98.00	18276
18277	6082	2013	Cut-Out Tool: DeWalt 18V	Auction		DC550	\$98.00	18277
18278	6083	2013	Flexible Floodlight	Auction		DW919	\$98.00	18278
18280	6108	2014	Circular Saw: DeWalt 6 1/2" 18V	Auction		DC390	\$105.00	18280
18281	6109	2014	Reciprocating Saw: DeWalt 18V	Auction		DC385	\$105.00	18281
18282	6110	2014	Impact Driver: DeWalt 1/4" 18V	Auction		DC825	\$105.00	18282
18283	6111	2014	Cut-Off Tool: DeWalt 18V	Auction		DC411	\$105.00	18283
18284	6112	2014	Flexible Floodlight	Auction		DW919	\$105.00	18284
18286	6114	2014	Impact Wrench: DeWalt 1/2" High Torque 18V	Auction		DW059	\$105.00	18286
18287	6115	2014	Cut-Out Tool: DeWalt 18V	Auction		DC550	\$105.00	18287
18503	6117	2014	Desk: Steelcase for Foreman Office with Hutch (Used)	Recycle	N/A		\$350.00	18503
18505	6256	2015	Desk: Storlie for Reception Area w/ File Cabinet & Keyboard Tray	Recycle		OFG-LD1147	\$1,492.00	18505
18606	6312	2016	Hose Reel	Auction		EZ-TSH-550	\$522.73	18606
18607	6313	2016	Hose Reel	Auction		EZ-TSH-550	\$522.73	18607
18608	6314	2016	Hose Reel	Auction		EZ-TSH-550	\$522.73	18608
18372	6542	2017	GPS: Garmin	Recycle		770LMTHD	\$379.99	18372
18449	6960	2018	Air Conditioner: GE Window	Recycle		Serial #ZH529586	\$379.00	18449

18465	7019	2018	Air Conditioner: GE Window	Recycle	Serial # GL001957A	\$170.00	18465
18435	7028	2018	Chair: Desk Superintendent	Auction		\$179.99	18435
18424	7090		Table: Conference Foreman's Office	Auction	No prior asset tag. Was taken by Highway after TH move.	\$300.00	18424
18647	7251	2020	First Aid Cabinet (in shop)	Recycle		\$269.00	18647
18648	7252	2020	Eyewash Station (in shop)	Recycle	Pureflow 1000	\$352.00	18648
18456	Under \$100		File Cabinet: 2-Drawer Black	Scrap		\$0.00	18456
18458	Under \$100		File Cabinet: 3-Drawer	Scrap		\$0.00	18458
18460	Under \$100		Chair: Group of 2	Auction		\$0.00	18460
18462	Under \$100		Magazine Rack: Metal	Recycle		\$0.00	18462
18464	Under \$100		Chair: Desk	Auction		\$0.00	18464
18469	Under \$100		Chair	Auction		\$0.00	18469
18477	Under \$100		File Cabinet: 2-Drawer	Scrap		\$25.00	18477
18478	Under \$100		File Cabinet: 2-Drawer	Scrap		\$25.00	18478
18479	Under \$100		File Cabinet: 2-Drawer	Scrap		\$25.00	18479
18480	Under \$100		File Cabinet: 4-Drawer	Scrap		\$25.00	18480
18481	Under \$100		File Cabinet: 4-Drawer	Scrap		\$25.00	18481
18399	Under \$100 ea	2005	Shades: Roller Solarweave Clutch	Recycle		\$760.00	18399
18416	Under \$300	1996	VCR: Pioneer	Recycle		\$175.98	18416
18484	5160	2010	Computer: 22" Widescreen Monitor	Recycle	HF225DPB Hannspree	\$139.98	18484
18506	6291	N/A	Cabinet: Used Metal Storage	Auction	N/A	\$125.00	18506
18413	4914	2009	Security Camera System	Recycle	CSP-H264IR482	\$899.99	18413
18430	4904	2009	Computer: V7 19" Flat Screen Monitor	Recycle	D19W12A-N6	\$120.00	18430
18576	6098	2013	Computer: NYS Inspections	Recycle	ESP10400-90-1	\$1,375.00	18576
18380	6299	2015	Time Clock: Electronic	Recycle	Amano CP-5000	\$661.00	18380
18507	6306	2016	Television: Vizio 55"	Recycle	#E55	649.98	18507
18475	4667	2007	Television: Sylvania Flat Screen	Recycle		\$599.99	18475
18339	7336	2012	LED Work Light	Recycle	DCL040	\$59.00	18339
18102	2336	1990	Trailer: Homemade	Auction	Vin # NY70734; License #M48559	500	18102