

To: President and Members of the Munster Town Council
From: Town Manager's Office
Date: January 20, 2025
Re: Disposal of Equipment

The Town Manager's Office has equipment that is no longer in use and no longer serviceable. The attached list includes typewriter ribbons, correcting tapes, CD-Rs, DVD-Rs, cases, and an adding machine which have no value. Council is asked to declare all the items surplus and authorize their disposal.

Recommendation:

By motion and roll call vote, declare the listed equipment surplus and authorize its disposal.