

**BOROUGH OF RUNNEMEDE
CAMDEN COUNTY, NEW JERSEY**

NOTICE TO BIDDERS

Notice is hereby given that sealed proposals addressed to Joyce Pinto, Borough Clerk, will be received up to 11:00 a.m. prevailing time on Tuesday, October 29, 2019 at which time they will be publicly opened and read by the Borough Clerk of the Borough of Runnemede at the Municipal Building, 24 North Black Horse Pike, Runnemede, New Jersey for the following:

TOWING SERVICES

BOROUGH OF RUNNEMEDE

Proposal forms, instructions to bidders, specifications and other bidding documents may be examined or obtained at the Office of the Borough Clerk, during regular business hours of 9:00 a.m. to 4:00 p.m. at the above address.

The Borough Council reserves the right to reject any or all bids in all or in part and to waive such informalities as may be permitted by law. Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27 et seq.), affirmative action requirements.

If awarded a contract, your company/firm will be required to comply with requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27 et seq.).

**Joyce Pinto
Borough Clerk, RMC**

Borough of Runnemede, NJ
Wednesday, October 9, 2019

Chapter 375. Towing

[HISTORY: Adopted by the Mayor and Council of the Borough of Runnemede 4-1-2014 by Ord. No. 14-01.^[1] Amendments noted where applicable.]

GENERAL REFERENCES

Vehicles and traffic — See Ch. 106.

- [1] *Editor's Note: This ordinance also repealed former Ch. 375, Vehicles and Equipment, Abandoned, consisting of Art. I, Outdoor Storage on Private Property, adopted 5-4-1965 by Ord. No. 190, amended in its entirety 6-5-2001 by Ord. No. 01-06 (Ch. 107, Art. I, of the 1970 Code), as subsequently amended; Art. II, Abandoned Vehicles on Public Property, adopted 6-5-2001 by Ord. No. 01-06 (Ch. 107, Art. II, of the 1970 Code); and Art. III, Towing, Impoundment and Public Sale of Abandoned Vehicles, adopted 2-6-1979 by Ord. No. 336 (Ch. 107, Art. III, of the 1970 Code), as amended.*

§ 375-1. Abandonment prohibited.

The abandonment of a motor vehicle or any part thereof on any highway in this Borough is unlawful and subject to the penalties set forth herein. The abandonment of a motor vehicle or any part thereof in view of the general public anywhere in the Borough is unlawful, except on property of the owner or bailie, and such abandoned motor vehicle or any part thereof may be authorized for removal by or upon the order of the Chief of Police of the Police Department of the Borough after a waiting period of 48 hours or more has expired. This provision shall not be deemed to limit any other remedy of enforcement or remedy provided by state statute or local ordinance.

§ 375-2. Purpose; definitions.

- A. The purpose of this chapter is to establish the requirements and procedures for the licensing of towing and storage services, which is non discriminatory in the selection and use of towing operators, on a rotational basis, for the towing of abandoned, illegally parked, or stolen vehicles or those involved in crashes, within the Borough of Runnemede, including vehicles suspected of involvement in crimes, and when otherwise requested by the Police Department of the Borough of Runnemede.
- B. For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein:

ABANDONED VEHICLE

Any motor vehicle which has remained on or along any highway or other public property or on private property without consent for a period of more than 48 hours or for any period without current license plates. Vehicles used or to be used in the construction, operation or maintenance of public utility facilities which are left in a

manner which does not interfere with the normal movement of traffic shall not be considered abandoned vehicles for the purpose of this chapter.

ADMINISTRATION CHARGES

Charges for services, including but not limited to physical inspection, telephone and/or fax calls, electronic communication, the copying of documentation, removal of personal items and additional office paperwork before and at the time of release.

COLLECTION EXPENSE

Cost of fees spent in an attempt to secure payment for services rendered.

MILEAGE CHARGES

Are calculated on a portal-to-portal basis, which consists of the following examples: towing company dispatched from towing facility to destination of tow, tows or transports motor vehicle from point of pickup back to destination point at a towing company protected storage facility, a motor vehicle is towed from a point of pickup to another destination other than the towing company facility, for example, vehicle owner residence, mechanical repair facility, auto body repair facility or any other destination, mileage accrual at arrival back to the point of dispatch (towing company facility).

STORAGE

"Storage charges for a twenty-four-hour period" means the maximum allowable amount to be charged by a storage facility for a twenty-four-hour period or fraction thereof. A new twenty-four-hour period begins at 12:01 a.m. Storage is charged on a per-calendar-day or any part thereof.

VEHICLE ACCESS CHARGE

Owner and/or insurance representative must be accompanied into the secured storage yard facility to inspect, remove personal belongings, adjust and take photographs. Documentation such as driver's license of vehicle owner or business card of the insurance representative must be photocopied and time-stamped when this additional auxiliary service is performed.

VEHICLE REMOVAL CHARGE (LOT REMOVAL)

Charge for a motor vehicle towed into the storage facility of the primary tower that is not moveable and must be towed out of the primary tower's storage facility to a designated unsecured staging area for towing by the secondary tower.

§ 375-3. Contract required; termination.

- A. The Borough Council of the Borough of Runnemede shall determine, at the first meeting of each year, the towing agency or agencies (Class I and II) which qualify to be called by the Division of Police, pursuant to the terms of this chapter. The Borough Council may select one or two tow agencies for each class and may select the same agency or agencies for both classes. Qualified towers which wish to be considered shall complete an application and provide all requisite documents to the Borough Clerk between October 1 and October 31 of each year beginning the first year after the initial year of effectiveness of this chapter. If any application is deemed insufficient by the submission date (October 31), the application shall not be considered for the upcoming year. As an alternative to the designation of a single tow agency, the Borough Council may decide to maintain an alternating list (of not more than two) of successful

applicants which may be called for Borough towing on an alternating basis according to a schedule established by the Borough Council. Any applicants not receiving approval from the Council shall be notified in writing that they have not been selected within 14 business days.

[Amended 11-22-2016 by Ord. No. 16-13]

- B. The process for the calendar year 2014 shall be that within 10 days after the effective date of this chapter, information shall be posted for the acceptance of applications for and by towing agencies. There will be a fourteen-day period within which the tow agencies may submit their application. Subsequent thereto, after the investigation of the applicants and the report of those investigations being forwarded to Borough Council, at the next Council action meeting, the Council shall determine which entity or entities shall be approved tow agencies for the Borough.
- C. Determination by Council shall be based on various factors which shall include but not be limited to the adequacy of equipment, the adequacy of the facilities, experience in the field and references, sufficiency of personnel and the balance of items that are addressed in the section of the ordinance entitled "Review of application; investigation of applicants."^[1]

[1] *Editor's Note: See § 375-5.*

§ 375-4. Application to perform towing services.

[Amended 11-22-2016 by Ord. No. 16-13]

- A. No person, firm or corporation, while acting as the official tow service for the Borough of Runnemede, shall operate a wrecker or towing service, upon or along any street in the Borough, until the owner thereof has received approval from the Borough Council and entered into an appropriate contract therefore.
- B. The application process to perform towing services will begin on October 1 of the prior year. Applications for operators wishing to perform towing services shall be filed with the Borough Clerk not later than October 31 of the prior year, unless the notice of availability of such application has been delayed, and shall include the following information:
 - (1) The name, business address and telephone number of the applicant. If the application is made on behalf of a corporation, it shall state the name and address of the officers and directors thereof and the name and address of its registered agent, including a listing of the names and addresses of every stockholder holding more than 10% of the stock of the corporation.
 - (2) The year, make, type and model number of each wrecker or tow truck used in said business, its serial number, registration number and the name and address of the registered owner and any lien holder thereon.
 - (3) The address where the wrecker or tow truck or trucks are regularly garaged, the telephone number or numbers and the names, addresses and New Jersey driver's license numbers of all employee-drivers of the vehicles identified.
 - (4) The location, size and security features of the storage lot or space in which towed vehicles will be stored, including the number of vehicle spaces available.

- (5) The name and address of the operator's insurance carrier(s) and the policy numbers of all insurance policies issued for the business, the business premises and the vehicles the operator will use for towing.
 - (6) A copy of the current fee schedule for towing and storage services.
 - (7) A certification that towing and storage services and fees will be available in compliance with this chapter.
 - (8) A certification granting permission to the Borough of Runnemede Police Department to conduct inspections of the wreckers, tow trucks and storage facility for the purpose of determining compliance with this chapter.
 - (9) Such other information as the Borough shall deem appropriate and necessary.
 - (10) Applicants must understand that they must be able to respond and be present at the towing location within 20 minutes of receipt of notice of the towing, unless heavy or unusual traffic conditions prevent the operator from arriving within such period.
 - (11) Tower(s) wishing to apply for appointment will be required to complete the application process, which will include a \$500 fee submitted to the Borough. The application to perform towing services shall be accompanied by the fee payable to the Borough of Runnemede in the form of a cashier's check, certified check, or money order to defray the costs of motor vehicle, criminal, and other investigations by the Police Department. For the second and third years of the service contract, the said \$500 fee shall be paid on or before January 1 of that year to defray the costs of updating investigations by the Police Department.
- C. The application shall be for a term of three years.

§ 375-5. Review of application; investigation of applicants.

- A. Upon receipt of all completed applications or renewals, the Chief of Police shall conduct or cause to be conducted such investigation as he deems necessary to determine the truth and accuracy of the information contained in the application and the applicant's compliance with this chapter, including the motor vehicle and criminal record of the applicant and all employees. The applicant may be refused if such investigation reveals the following:
[Amended 11-22-2016 by Ord. No. 16-13]
- (1) Conviction of any crime or misdemeanor involving arson and/or other burnings; atrocious assault and battery; breaking and entering; bribery and corruption; burglary; embezzlement, conspiracy, conversion and misappropriation of funds; extortion; larceny; loan sharking; possession or use of a controlled dangerous substance; and other crimes against the person or crimes involving moral turpitude.
 - (2) All owners and officers of the company or corporation must be fingerprinted. Once fingerprinting has been completed, the report is to be given to the Runnemede Police Department.
 - (3) Disqualification for criminal convictions unless waived for cause.

- (4) Accuracy of application information.
 - (5) Sufficient personnel to staff the equipment and facility.
 - (6) Required state/Borough licenses.
 - (7) Service on twenty-four-hour basis, seven days a week.
 - (8) Storage:
 - (a) Capacity.
 - (b) Contractor responsible for safe storage.
 - (c) Area location to facilitate reasonable towing distances.
 - (d) Area enclosed by a sturdy fence with minimum height.
 - (e) Area to be lighted from dusk till dawn.
 - (f) Area legally zoned for such use.
 - (g) Proof of ownership or lease of storage area.
 - (h) Facility available 24 hours a day, 365 days per year and open to the public on weekdays during normal business hours and limited hours on Saturdays and Sundays.
 - (i) Area allowing access by Police Department officers at all times in order to conduct investigations and to ensure compliance with this chapter.
 - (j) No release fees charged for releasing vehicles after normal business hours.
 - (k) Storage facility within a five-mile radius of the Police Administration Building.
- B. The Chief of Police shall, following review of the application, provide the results of such review to the Borough Council within 30 days of completion of the motor vehicle and criminal records checks. Any application disapproved as a result of this process shall be notified in writing.
[Amended 11-22-2016 by Ord. No. 16-13]

§ 375-6. Issuance of approval; renewal; display; transferability.

[Amended 11-22-2016 by Ord. No. 16-13]

- A. The authority or the operator to act as a tower shall be issued by the Borough Clerk upon approval by the Borough Council and upon submission of proof of insurance required by § 375-4, and the execution of a signed contract.
- B. Said request for approval shall be submitted during the last two weeks of December of the prior year by the Borough Clerk to be considered for approval for services to perform on or about January 1 of the following year.

- C. All approvals issued pursuant to this chapter shall expire at the end of the three-year term for which the approval has been granted.
- D. Renewal of the approval shall include a certification as to any changes in the information set forth in the original application and shall be filed at least not less than 45 days prior to the expiration of the current year.
- E. Indication of approval under this chapter shall be prominently displayed on all wreckers and tow trucks and the operator's place of business.
- F. All approvals under this chapter are nontransferable.
- G. The towing service provider shall permit no new employee and/or temporary employee to operate under this approval unless first approved in accordance with the procedures set forth herein, at an additional fee of \$200.
- H. The regulations and fee schedules of individual towers shall be made available to the public during normal business hours of the municipality.
- I. Full compliance with the local public contracts law section pertaining to towing contracts.

§ 375-7. Revocation; appeals.

- A. Approvals under this chapter may be revoked by the Borough Council, after reasonable notice and hearing, for any of the following reasons:
[Amended 11-22-2016 by Ord. No. 16-13]
 - (1) Materially or false inaccurate information in the application or a change of circumstances, which would have caused disapproval of the application if the circumstances had existed at the time of application.
 - (2) Failure of the operators to comply with any of the requirements of this chapter, violation of any additional regulations promulgated by the Borough Council and/or conviction of any state, federal or local law relating to motor vehicle operation.
- B. Any applicant aggrieved by the action of the Chief of Police and/or his designee and/or Borough Council, in the denial of an application to provide towing services or revocation thereof, may appeal to the governing body of the Borough of Runnemede. Such appeal shall commence by filing with the Borough Clerk, within 14 calendar days after notice of the action complained of, a written request for a hearing, setting forth the grounds for the appeal. The governing body will set a time and place for the hearing on such appeal and notice shall be served upon the applicant, at least five days prior to the hearing.
[Amended 11-22-2016 by Ord. No. 16-13]

§ 375-8. Insurance.

- A. No tower shall be called until he/she has provided the Chief of Police and Borough Clerk with proof of insurance, as per the following schedule; said proof shall be reviewed by the Borough insurance broker as to acceptability of the companies and coverage.

B. Types of insurance and minimum policy limits are as follows:

- (1) Automobile liability in an amount not less than \$1,000,000 combined single limits.
- (2) Workers' compensation as required by law.
- (3) Tower's liability in an amount not less than \$100,000 per location.
- (4) Tower's liability in an amount not less than \$1,000,000 combined single limit.
- (5) Miscellaneous coverage to provide complete protection to the Borough against any and all risks of loss or liability, including comprehensive general liability.
- (6) Collision coverage for vehicles in tow. Comprehensive, general liability insurance, in an amount of not less than \$1,000,000 for personal injuries, per occurrence, and \$1,000,000 for property damage, per occurrence, including premises operations and products/completed operations.
- (7) All policies of insurance shall contain an endorsement providing for collision coverage for vehicles in tow and name the Borough of Runnemede as an additional insured.
- (8) All policies of insurance shall contain an endorsement requiring that at least 10 days' notice shall be given to the Borough Clerk in the event of any material change in or cancellation of the policy.
- (9) The tower shall indemnify, defend and hold harmless the Borough for any and all claims against the Borough arising out of the operation of the wrecker, his servants, agents or employees under this chapter. The tower shall provide a written hold harmless agreement, duly executed to the Borough, prior to being placed on the towing schedule.

§ 375-9. Alternating call list.

In the event that the Borough has determined to name more than one tow agency, there shall then be created an alternating call list. In that instance, the following shall occur:

- A. The Chief of Police shall maintain an alternate call list of approved operators to respond to service calls from the Police Department.
[Amended 11-22-2016 by Ord. No. 16-13]
- B. The alternating list shall be determined and comprised from a list of all approved operators for the next succeeding calendar year having been approved to provide towing services and having submitted in each category an application in accordance with this section. Any entities or persons who have been approved to provide towing services after November 1 shall not be included on the alternating list for the following calendar year. An operator may be on both lists.
[Amended 11-22-2016 by Ord. No. 16-13]
- C. Calls to operators on the alternating list shall be made on a nondiscriminatory, alternating basis, pursuant to procedures established by the Chief of Police.
- D.

Any operator who does not wish to be placed on the alternating call list must notify the Chief of Police in writing or in the operator's towing services application. In such event, the operator shall be removed from the alternate call list for the remaining term of the year's of which the towing services were being provided.

[Amended 11-22-2016 by Ord. No. 16-13]

§ 375-10. Promulgation of regulations.

[Amended 11-22-2016 by Ord. No. 16-13]

The Borough Council, in consultation with the Chief of Police, may adopt and enforce reasonable rules and regulations for towers. The Chief of Police is hereby designated as the Borough Officer responsible for the enforcement of the provisions in this chapter, in accordance with due process of law.

§ 375-11. Rate schedule.

- A. Any tower called to tow a vehicle at the request of the Police Department shall charge no more than the maximum fee set forth in N.J.A.C. 11:3-38.1 et seq.^[1] These maximum fees apply to all towing and storage requests initiated by the Borough, including but not limited to requests due to motor vehicle crashes or stolen vehicles as contemplated by N.J.A.C. 11:3-38.1. The maximum daily storage charge applies to the entire period of time the vehicle is stored subsequent to a tow requested by the Borough. Towing rates are subject to change in July of each year.

[1] *Editor's Note: N.J.A.C. 11:3-38 is reserved.*

- B. The fee for towing a vehicle shall include the service rendered from the scene where the vehicle is located to the storage area and from the storage area to the curblin of the property on which is located the storage area. There shall be no additional charge for towing a vehicle from the storage area to the curblin for the purpose of an owner of a vehicle towing the vehicle to a service station or other repair shop or the person's home or other location. The charge for towing includes any incidental and related costs such as disconnecting and reconnecting a transmission. There shall be no additional costs for any other services, including but not limited to waiting time, debris removal and additional labor when routine towing services as provided for by this chapter are performed. The tower shall be responsible for the cleanup and disposal of motor vehicle fluids, in accordance with state law and accepted standards, and there shall be no additional labor charges for this service. The tower may charge the owner/operator for material used in the cleanup of motor vehicle fluids. The tower may charge a fee for lockout service as well as roadside assistance such as jumpstarts, tire changes, and providing gasoline for vehicles that have run out of fuel.

§ 375-12. Charges and fees.

- A. The maximum charges, fees and rates for Class I vehicles to be towed and stored shall be as follows:
- (1) Flatbed and towing service pursuant to this chapter, which will include all routine towing/winching, labor and cleanup costs associated with the removal of the vehicle:

- (a) Any towing service requested for Class I vehicles, including all-terrain vehicles, motorcycles, motor scooters, mopeds and trucks: \$150 daytime rate and \$175 nights, weekends and holidays.
 - (2) Mileage. All vehicles towed from a scene shall not be charged for the first mile, but each subsequent mile will be charged \$3 per mile.
 - (3) Storage:
 - (a) Storage is charged per calendar day.
 - (b) Motorcycles, all-terrain vehicles, mopeds and motor scooters will be charged \$35 per day.
 - (c) Class I vehicles \$45 a day outside/\$55 a day inside.
 - (4) Rollovers.
 - (a) Class I vehicle will be charged a flat fee of \$150 to upright the vehicle.
 - (5) Additional laborer. In the event of major event or recovery, additional manpower may be necessitated. In the event, the additional manpower will be charged at a rate of \$65/hour.
 - (6) Oil Dri used during the cleanup process will be charged at \$15/bag used.
 - (7) Specialized equipment. In cases where the tower must hire laborers or rent or utilize specialized equipment not specified in this chapter, all reasonable charges therefor shall be paid by the owner of the vehicle, after the owner of the vehicle or his agent has given his prior written consent thereto, except where said vehicle is deemed a hazard to health or safety, whereupon said vehicle will be removed by the direction of the Chief of Police or his designee, with the owner then being responsible for all personnel, equipment and labor costs. The Chief of Police or his designee shall determine the necessity for specialized equipment.
 - (8) Unloading of goods. In the event that it is necessary to unload a vehicle, which has been used for transportation of goods prior to towing, an agreement shall be reached between the tower and the owner of the vehicle or the owner's agent or representative as to the charge for said service. No written agreement is necessary in an emergency situation, and the Chief of Police or his designee shall determine when an emergency exists.
- B. The maximum charges, fees and rates for Class Ia and Class II vehicles to be towed and stored shall be as follows:
- (1) Heavy- and medium-duty service:
 - (a) Heavy-duty hydraulic wrecker with underreach wheel lift service, special equipment: \$300 per hour, two hours minimum.
 - (b) Heavy-duty hydraulic wrecker without underreach: \$300 per hour, two hours minimum.
 - (c) Heavy-duty mechanical wrecker: \$250 per hour, two hours minimum.

- (d) Heavy-duty wrecker with winching (basic): \$275 per hour, two hours minimum.
 - (e) Medium-duty wrecker: \$225 per hour, two hours minimum.
 - (f) Medium flatbed: \$200 per hour, two hours minimum.
 - (g) Medium-duty wrecker with winching (basic): \$225 per hour, two hours minimum.
- (2) Road service heavy duty, plus parts and fuel: \$85 daytime rate and \$100 nights, weekends and holidays.
 - (3) Labor rate per man, heavy duty: \$95 daytime rate and \$125 night, weekends and holidays.
 - (4) Breakdown: \$95 daytime rate and \$125 night, weekends and holidays; \$3 per mile plus.
 - (5) Accident: \$95 daytime rate and \$125 night, weekends and holidays; \$3 per mile plus.
 - (6) Winching, basic winch: \$125 daytime rate and \$150 night, weekends and holidays; two-hour minimum.
 - (7) Uprighting and major recovery: \$185 daytime rate and \$250 night, weekends and holidays. Additional hourly rates may apply: two-hour minimum.
 - (8) Road cleanup: \$45 daytime rate.
 - (9) Bed cleanup: \$35 daytime rate.
 - (10) Material charge (Oil Dri, oil absorbers): \$15 daytime rate and \$15 night, weekends and holidays.
 - (11) Miscellaneous services:
 - (a) Tire change: \$75 daytime rate and \$105 night, weekends and holidays.
 - (b) Battery/jumpstart: \$75 daytime rate and \$105 night, weekends and holidays.
 - (c) Gas/fluid delivery (plus gas costs): \$75 daytime rate and \$105 night, weekends and holidays.
 - (12) Storage:
 - (a) For trailers, box trucks, tractors (per unit/per day): \$75.
 - (b) Storage inside: \$85 daytime rate.
 - (c) Yard escort fee: \$45 daytime rate and \$85 night, weekends and holidays.
 - (13) Admin fee: \$35 daytime rate; after three calls it is an additional \$50.
 - (14) Rollovers:

(a) Equipment and manpower:

- [1] Heavy-duty, 35-ton hydraulic wrecker with operator (wrecker used as crane): \$600.
- [2] Heavy-duty, 35-ton hydraulic wrecker with operator: \$450.
- [3] Heavy-duty, 25-ton hydraulic wrecker with operator (wrecker used as crane): \$600.
- [4] Heavy-duty, 25-ton hydraulic wrecker with operator: \$450.
- [5] Heavy-duty mechanical wrecker with operator: \$350.
- [6] Medium-duty hydraulic wrecker with operator: \$400.
- [7] Heavy-duty rollback with operator: \$285.
- [8] Bobcat forklift with operator: \$285.
- [9] Tractor trailer box unit with operator: \$350.
- [10] Tractor trailer lowboy unit with operator: \$400.
- [11] Site coordinator, expert recovery man: \$175.
- [12] Base coordinator: \$75.
- [13] Extra man, straight time: \$95.
- [14] Extra man, overtime: \$125.

(b) Extra equipment and material required: to be charged on an as-needed basis.

§ 375-13. Record of vehicle towed.

- A. Every tower called by the Police Department shall keep a record of the name and address of the owner of the towed vehicle along with vehicle registration and VIN number and shall file reports, as required by the Chief of Police, which shall include, but not be limited to, itemized towing and storage charges per vehicle. Immediately after towing the vehicle to his/her business establishment, where the vehicle is to be left in the safekeeping of the owner of the wrecker, the owner of the wrecker shall search the vehicle, make a list of all personal property contained therein and hold for safekeeping such property contained in the vehicle until claimed by the owner. The owner of said vehicle which has been towed pursuant to this section shall be permitted by the towing agency to recover items of personal property in the vehicle at the time it was towed. The owner shall not be permitted to remove from the vehicle any internal part of the vehicle, whether attached to the vehicle or not, including but not limited to batteries, tires and license plates.
- B. No charge shall be made to the Borough by the towing agency for towing to its police fleet and the changing of flat tires. The changing of flat tires will be handled by Public Works during normal working hours. Also, no charge shall be made to the Borough for

vehicles determined to be involved in a criminal investigation. The owner/operator shall be responsible for paying all fees associated with the removal and storage of the involved vehicle. All fees must be paid prior to the vehicle being released by the Police Department.

§ 375-14. Qualifications of tower.

A. Minimum standards.

- (1) All operators shall provide and maintain sufficient equipment to perform the duties under this chapter.
- (2) All operators on the list and all towers utilized shall comply with and conform to the following standards and procedures:
 - (a) Operators shall, at all times, employ a sufficient number of employees to comply with operational requirements.
 - (b) All drivers of the operator shall be over the age of 18 years and must have a valid, current New Jersey State driver's license and shall be in good health and of high moral character.
 - (c) All employees shall be clean, neat, and make a good appearance. All employees of the operator will be required to wear in a place where visible driver's license photo IDs issued by the N.J. Motor Vehicle Commission.
 - (d) The operator shall be responsible for the towing of vehicles, from all streets, alleys, public easements, thoroughfares, public or quasi-public places, including parks, playgrounds, including rivers, lakes and streams.
 - (e) In all underwater recoveries of a nonemergent nature (threats to life or public safety), it shall be the responsibility of the operator to be either certified or assisted by a New Jersey certified underwater specialists for the proper towing of such vehicles.
 - (f) The operator shall respond promptly to all requests for towing services by the Borough. In any event, the operator shall respond and be present at the towing location within 20 minutes of receipt of notice of the towing, unless heavy or unusual traffic conditions prevent the operator from arriving within such period. In that event, the operator will be given 10 additional minutes to arrive. If the operator fails to arrive promptly, the police may call the next operator on the alternating list.
 - (g) The operator shall have the right to utilize another operator on the alternating list to perform towing services, if the operator believes his equipment is inadequate or insufficient to accomplish the towing. In the event that another operator assists or performs the towing, the fees shall be those specified in this chapter.
 - (h) The operator shall prepare a bill for towing charges, for each vehicle towed, consistent with this chapter. Prior to the release of any vehicle, the owner shall contact the Runnemede Borough Police Department, for authorization to release said vehicle.

- (i) The operator will maintain a written log of all towing services performed for the Borough, through the use of the wrecker request forms, filled out by the responding police officer.

B. Required towing equipment.

- (1) One standard tow truck with underreach capabilities and one flatbed owned or leased, with:
 - (a) Three-eighths-inch safety chain.
 - (b) Detached lift chain and safety chain.
 - (c) That the vehicle to be used for towing has been properly licensed and inspected when applicable by the State of New Jersey and has the necessary stickers affixed or required insurance cab decals. No vehicle shall be licensed as a wrecker which is using dealer license plates or which has failed inspection.
 - (d) That the towing service vehicle is equipped with granular absorbent (Oil Dri or its equivalent) in a minimum amount equal to two forty-pound bags.
 - (e) Fluid spills. Spills resulting from motor vehicle crashes that are less than five gallons in volume or covering an area less than 10 feet by 10 feet will be mitigated by the tow agency. The tow agency shall be responsible for the proper disposal of any materials used in the cleanup of the vehicle fluids.
 - (f) While at the scene, any employee of the towing agency shall wear a safety vest or its equivalent bearing reflectorized material at nighttime and for daytime an orange vest, shirt or jacket.
 - (g) The tow agency shall submit to the Borough the names and addresses of all proposed drivers and employees who will be rendering service under this contract on behalf of the tow agency. This information will be kept current with the Chief of Police by the tower.
 - (h) The service equipment and personnel are subject to periodic inspections and approval by the Borough. The Borough reserves the right to have a qualified person or agency make such inspections.
 - (i) All wreckers and flatbeds shall be maintained in good condition, to include compliance with all regulations of New Jersey Revised Statutes Title 39 and be available 24 hours a day when on call.
- (2) Proof of ownership or lease by the applicant of the required towing equipment must be submitted with the initial application. The same vehicle may not be used by more than one approved towing contractor.
- (3) The tower is not permitted to subcontract for towing services.

C. Additional requirements.

- (1) The tow agency's principal business must be staffed during business hours and Saturdays 9:00 a.m. to 12:00 noon. The agency shall maintain a clean and comfortable waiting room and toilet facilities.

- (2) The tow agency shall not use answering machines or pagers to receive calls from the Police Department. Cell phones may be utilized, but only with the approval of the Police Department.
- (3) The tow agency shall notify the Police Department when unable to respond to a call or when unable to meet the response time requirement.
- (4) The tow agency must post in a conspicuous manner a copy of the approved fee schedule. The tow agency shall notify the Police Department concerning any changes in employee status, including additions/deletions.

§ 375-15. Heavy-duty towing.

- A. Any vehicle with a GVW of 26,001 pounds will be considered a heavy-duty vehicle. Any officer on the scene shall determine the immediate need/requirement for a heavy-duty wrecker. The officer will make notification to the next heavy-duty towing agency (HDTA) in the on-call rotation. The HDTA shall remove the vehicle and store it on its property, which may be located out of the Borough. The HDTA shall comply with all the rules and regulations established by this chapter. Prior to being selected as a HDTA, the HDTA will provide all of the required documents of a tow agency applicant as stated in § 375-3.
- B. The HDTA shall have at least two wreckers capable of righting, winching and towing vehicles up to 80,000 pounds. The wreckers shall have underreach capability of at least 35,000 pounds and a boom capability of 50,000 pounds. The HDTA will respond to the scene within 30 minutes of receipt of a call. If the HDTA does not respond within the required time limit, then the Police Department shall notify the next HDTA on the alternating list to respond to the scene.

§ 375-16. Inspection of premises and equipment.

Prior to the issuance of any contract, the Chief of Police or his designee shall conduct an inspection of the storage facility and towing equipment to verify compliance with this chapter.

§ 375-17. Complaint procedures.

All complaints regarding services rendered pursuant to this chapter shall be forwarded immediately in writing to the Chief of Police. The Chief of Police shall conduct an extensive review of any and all complaints, including but not limited to conducting an interview of all parties participating in said incident. Upon completion of a thorough review, the Chief of Police shall forward a written report to the Mayor, Borough Council and all interested parties as to his/her findings. Upon a finding of any violation, the Chief of Police may recommend a suspension or removal from the tow list or any other action that may be warranted based upon the facts. An applicant on the list may not be suspended or removed from the list unless it has been advised of its right to a hearing before the Borough Council.

- A. Each tower shall be deemed to have taken possession of motor vehicles towed in accordance with this chapter, other than abandoned motor vehicles towed at the

request of the Chief of Police or his designee, under the provisions of N.J.S.A. 39:10A-1 and N.J.S.A. 39:4-56.5.

- B. It shall be the responsibility of the tower to notify the registered owner, or any other person having a legal interest therein, within 10 days of having towed said vehicle or rendered any other service thereto, of the location of the vehicle, the service rendered by the tower, the charge for such service and the time within which the motor vehicle must be collected, said period for collection not to exceed 10 days.
- C. Upon the expiration of 60 days after the time to collect the motor vehicle as set forth in Subsection B has expired, the tower shall either sell the vehicle after a public auction in a private sale or cause a junk title certificate to be issued for the motor vehicle in accordance with the laws of the State of New Jersey, specifically N.J.S.A. 39:10A-8 et seq., a copy of said title to be kept by the applicant.
- D. Any notification required in this chapter shall be in writing, sent by certified or registered mail, return receipt requested, to the last known address of the person to whom the notice is to be given.
- E. Upon request by the tower, the Runnemede Borough Police Department shall perform all searches with the Division of Motor Vehicles to determine ownership and the last known address of the title owner to the vehicle in question. All administration fees and auction fees will be paid by the Tower.
- F. At any time prior to the sale of the motor vehicle or the issuance of a junk title certificate therefor, the owner of the motor vehicle may reclaim possession of the motor vehicle from the tower upon payment of the towing services as set forth herein and the expense of storage of the motor vehicle.

§ 375-18. Disputes and adjustments.

- A. Any disputes over the interpretation of this chapter, including the reasonableness of any fees assessed, shall be settled amicably, if possible through negotiations between the tower, the Police Department and the Borough Administrator.
- B. In cases where the Borough has been at fault in wrongfully directing that a vehicle be towed, the tower may petition the Borough Administrator for reimbursement of costs incurred in the towing and storage of said vehicle.

§ 375-19. Sale of abandoned vehicles.

[Amended 11-24-2015 by Ord. No. 15-19]

Any vehicle found abandoned and removed by a licensed operator, and unclaimed by the owner may be subject to sale at public auction, pursuant to N.J.S.A. 39:10A-1 et seq. The licensed operator shall notify the Chief of Police of the make, model and vehicle identification number of any towed vehicle held in storage which remains unclaimed for 30 days or more. Any and all costs associated with the advertising, sale or issuance of a new or replacement title or otherwise for any vehicle to be sold at public auction pursuant to N.J.S.A. 39:10A-1 et seq. shall be the sole and exclusive responsibility of the licensed tower under this code section.



MEMBERS OF COUNCIL

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Council President*

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Michael J. Root

Robert Farrell

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Craig Laubenstein

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MAYOR

Nick Kappatos

BUSINESS ADMINISTRATOR/CFO

James L. D'Auria, CMFO

BOROUGH CLERK

Joyce Pinto, RMC/CTC/CMR

**Towing Contract Application
Contract year 2020-2022**

Application for (circle the appropriate categories):

Light Duty Tow (Class I)

Medium/Heavy Duty Tow (Class Ia/II)

Both

Application for period – January 1, 2020 – December 31, 2022

Application fee in the amount of \$500.00 is required. If applicant remains qualified, \$500.00 shall be paid by December 28, 2020 and December 28, 2021 to continue the authority to perform towing services.

Applicants must understand that they must be able to respond and be present at the towing location within twenty (20) minutes of receipt of notice of the towing, unless heavy or unusual traffic conditions prevent the operator from arriving within such period.

Business Name _____

Business Address _____

Business Telephone _____

Corporation (circle one) Yes No

If Yes, name of Chief Corporate Officer _____

If No, name of Business Owner _____

Corporate Officer / Business Owner's Address _____

Town/City _____ State _____ Zip Code _____

(Please list include all persons with more than a 10% ownership in towing business)

Owner Information

Owner Name _____

New Jersey Driver's License Number _____

ALL PERSONS LISTED AS OWNERS ARE SUBJECT TO CRIMINAL BACKGROUND CHECKS AS WELL AS ANY OTHER INVESTIGATIVE PROCEDURES MAYOR & COUNCIL FEEL NECESSARY WHEN PROCESSING APPLICATIONS.

Liability Insurance Provider

Name of Provider: _____

Address of Provider: _____

Policy Number(s) for all policies issued for the business, the business premises and vehicles :

(used separate sheet of paper if additional space is needed)

Towing Vehicles

(list all vehicles that will be utilized in the rendering of service as a part of the contract)

Use additional paper if needed to document all vehicles to be utilized

Vehicle 1

Type of Tow Truck (circle one) Standard Flat-bed

Tow Truck Capability (circle one) Light-Duty, Medium/Heavy-Duty

Make _____ Model _____ Year _____

Registration Number _____ (VIN) _____

Registered Owner _____

Vehicle 2

Type of Tow Truck (circle one) Standard Flat-bed

Tow Truck Capability (circle one) Light-Duty, Medium/Heavy-Duty

Make _____ Model _____ Year _____

Registration Number _____ (VIN) _____

Registered Owner _____

Vehicle 3

Type of Tow Truck (circle one) Standard Flat-bed

Tow Truck Capability (circle one) Light-Duty, Medium/Heavy-Duty

Make _____ Model _____ Year _____

Registration Number _____ (VIN) _____

Registered Owner _____

Vehicle 4

Type of Tow Truck (circle one) Standard Flat-bed

Tow Truck Capability (circle one) Light-Duty, Medium/Heavy-Duty

Make _____ Model _____ Year _____

Registration Number _____ (VIN) _____

Registered Owner _____

Required Equipment

Standard Tow Truck

1. 3/8 inch Safety Chain
2. Detached Lift Chain and Safety Chain
3. Overhead Amber Lights
4. Clean-Up Equipment
5. Oil Dry / Granular Absorbent Material

Flat-Bed Tow Truck

1. 3/8 inch Safety Chain
2. Overhead Amber Lights
3. Clean-Up Equipment
4. Oil Dry / Granular Absorbent Material

Storage Facility

Address _____

Lot Number _____ Block # _____

Size of Storage Lot _____ square feet

Security on site: Yes/No; Description of on-site security: _____

(Please provide proof of owners or lease of the storage area with your application)

Signature of Applicant **

_____ Date _____

**** I hereby certify that I have reviewed and understand the requirements detailed in the Borough of Runnemede Municipal Code Chapter 375 (Towing).**

**** I also certify that all facts herein are true and I acknowledge that knowingly including false information revokes the application.**

Completed applications must be directed to the Borough Clerk, Borough of Runnemede, 24 N. Black Horse Pike, Runnemede, NJ 08078.