

**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, November 22, 2022 at which time they will be publicly opened and read by the Borough Clerk of the Borough of Runnemedede at the Municipal Building, 24 North Black Horse Pike, Runnemedede, New Jersey for the following:**

**TOWING SERVICES  
2023-2025  
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 5:00 p.m. at the above address or view on our website [www.runnemededenj.org](http://www.runnemededenj.org).**

**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**



**MEMBERS OF COUNCIL**

Patricia Tartaglia Passio,  
Council President  
Eleanor M. Kelly  
Luis R. Cepero  
Robert Farrell  
John Ranieri  
Craig Laubenstein

24 N. Black Horse Pike  
Runnemede, NJ 08078  
Phone: (856) 939-5161  
Fax: (856) 939-0202  
www.runnemedenj.org

**MAYOR**  
Nick Kappatos

**CHIEF FINANCIAL OFFICER**  
Shelley Strehle, CFO

**BOROUGH CLERK**  
**TAX COLLECTOR / REGISTRAR**  
Joyce Pinto, RMC/CTC/CMR

**Towing Contract Application**  
**Contract year 2023-2025**

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Application for (circle the appropriate categories):

- Light Duty Tow (Class I)
- Medium/Heavy Duty Tow (Class Ia/II)
- Both

Application for period – January 1, 2023 – December 31, 2025

Application fee in the amount of \$500.00 is required. If applicant remains qualified, \$250.00 shall be paid by December 28, 2023 and December 28, 2024 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.

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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.***



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**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**

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## MAYOR

Nick Kappatos

## CHIEF FINANCIAL OFFICER

Shelley Strehle, CFO

## BOROUGH CLERK

## TAX COLLECTOR / REGISTRAR

Joyce Pinto, RMC/CTC/CMR

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 Runnemedede 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 Runnemedede, 24 N. Black Horse Pike, Runnemedede, NJ 08078.*

Borough of Runnemede, NJ  
Thursday, November 3, 2022

## Chapter 375. Towing

[HISTORY: Adopted by the Mayor and Council of the Borough of Runnemede 4-1-2014 by Ord. No. 14-01; amended in its entirety 4-7-2020 by Ord. No. 20-05.<sup>[1]</sup> Subsequent 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 the view of the general public anywhere in the Borough is unlawful, except on the property of the owner or bailee, 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 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 nondiscriminatory 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, with 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 a highway or other public 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 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.

### **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 a point of dispatch (towing company facility).

### **STORAGE**

"Storage charges for 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 a 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 motor vehicle towed into the storage facility of the primary tower that is not moveable and must be towed out the primary tower's storage facility to a designated unsecured staging area for towing by a 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 and application and provide all the 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 Council. Any applicants not receiving approval from the Council shall be notified in writing that they have not been selected within 14 business days.
- B. The process for the calendar year 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 selection of the ordinance entitled "Review of application; investigation of applicants."<sup>[1]</sup>

[1] *Editor's Note: See § 375-5.*

## § 375-4. Application to perform towing services.

- 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 in 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 according to the site plan.
  - (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 the 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 services contract, \$250 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:
- (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 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 a twenty-four-hour basis, seven days a week.
  - (8) Storage:
    - (a) Capacity must be approved for at least 60 vehicles.
    - (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 the 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 charges 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.

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

- 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 weeks of December of the prior year by the Borough Clerk to be considered for approval services to perform on or about January 1 of the following year.
- C. All approvals issued pursuant to this chapter shall expire and the end of the three-year term for which approval has been granted.
- D. Renewal of the approval shall include 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. All approvals under this chapter are nontransferable.
- F. The regulations and fee schedules of individual towers shall be made available to the public during normal business hours of the municipality.
- G. 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:
  - (1) Materially false or inaccurate information in the application or a change in 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 related 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 the 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 years 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.

### § 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 protections to the Borough against any and all risks or 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 the name of 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, 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 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.
- B. The alternating list shall be determined and compromised 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.
- C. Calls to operators on the alternating call list shall be made on a nondiscriminatory, alternating basis, pursuant to the procedures established by the Chief of Police.
- D. Any operator who does not wish to be placed on the alternating 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-of which the towing services were to be provided.

## § 375-10. Promulgation of regulations.

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 of this chapter, in accordance with due process of law.

## § 375-11. Rate schedule.

Any tower called to tow a vehicle at the request of the Police Department shall charge no more than the maximum fee set forth N.J.A.C. 11:3-38.1 et seq.<sup>[1]</sup> 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.*

## § 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 up to 9,500 GVW, including all-terrain vehicles, motorcycles, motor scooters, mopeds and trucks: \$175 daytime rate, Monday through Friday 8:00 a.m. to 5:00 p.m., and \$200 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 \$45 per day.
    - (c) Class I vehicles \$50 a day outside/\$65 a day inside.
  - (4) Rollovers.
    - (a) Class I vehicle will be charged a flat fee of \$175 to upright the vehicle.
    - (b) Winching shall be charged a flat \$150 plus \$5 per foot of cable.
    - (c) Clean-up of roadway will be charged a flat fee of \$50.
    - (d) Additional truck used in clean-up will be a flat fee of \$45.
  - (5) Additional laborer. In the event of a major event or recovery, additional manpower may be necessitated. In the event, the additional manpower will be charged at a rate of \$100 per hour.
  - (6) Oil Dri used during the cleanup process shall be charged at \$25 per bag used.
  - (7) Crash wrap used shall be charged at \$30 per window.
  - (8) Specialized equipment. In cases where the tower must hire laborers or rent or utilize specialized equipment not specified in this chapter, all reasonable charges therefore shall be paid by the owner of the vehicle or his agent has given his prior written consent thereto, except where said vehicle is deemed a hazard or 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.
  - (9) 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, and 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: \$750 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): \$300 per hour, two hours minimum.
  - (e) Medium-duty wrecker: \$300 per hour, two hours minimum.
  - (f) Medium flatbed: \$200 per hour, two hours minimum.
  - (g) Medium-duty wrecker with winching (basic): \$300 per hour, two hours minimum.
- (2) Road service heavy duty, plus parts and fuel: \$100 per man hour with a one-hour minimum.
  - (3) Labor rate per man, heavy duty: \$100 per man hour with a one-hour minimum.
  - (4) Breakdown: \$100 per man hour with a one-hour minimum.
  - (5) Accident: \$100 per man hour with a one-hour minimum.
  - (6) Winching, basic winch: \$150 per hour plus \$5 per foot of cable.
  - (7) Uprighting and major recovery: \$250. Additional hourly rates may apply: two-hour minimum.
  - (8) Road cleanup: \$100 per man hour with a one-hour minimum.
  - (9) Bed cleanup: \$100 per man hour with a one-hour minimum.
  - (10) Material charge (Oil Dri, oil absorbers): \$25 per bag.
  - (11) Miscellaneous services: Class I, Ia and II.
    - (a) Tire change: 100 daytime rate and \$150 night, weekends and holidays, plus materials.
    - (b) Battery/jumpstart: \$100 daytime rate and \$150 night, weekends and holidays.
    - (c) Yard escort fee: \$45 daytime rate and \$65 night, weekends and holidays.
  - (12) Storage:
    - (a) For trailers, box trucks, tractors (per unit/per day): \$100.
    - (b) Storage inside: \$110.
    - (c) Yard escort fee: \$45 daytime rate and \$65 night, weekends and holidays.
  - (13) Admin fee: \$35.
  - (14) Rollovers:
    - (a) Equipment and manpower:
      - [1] Crane/rotator with operator: \$3,500 per hour portal to portal.
      - [2] Heavy-duty, thirty-five-ton hydraulic wrecker with operator: \$750.
      - [3] Heavy-duty, twenty-five-ton hydraulic wrecker with operator: \$450.
      - [4] Medium-duty hydraulic wrecker with operator: \$400.
      - [5] Heavy-duty rollback with operator: \$285.
      - [6] Bobcat forklift with operator: \$285.
      - [7] Tractor trailer box unit with operator: \$350.
      - [8] Tractor trailer lowboy unit with operator: \$750.

[9] Extra man, straight time. \$100.

[10] Recovery specialists: \$250 per hour (minimum of two hours).

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

## § 375-13. Record of vehicle towed.

- A. Every tower called by the Police Department shall keep a record of the vehicle along with vehicle registration and VIN number. 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 from 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 the 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 quasipublic 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 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 tower of their choice 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 in the Borough, through the use of wrecker request forms, filled out by the responding police officer.

B. Required towing equipment.

- (1) One standards tow truck with underreach capabilities and one flatbed owned or leased, with:
  - (a) Three-eighths-inch chain.
  - (b) Detached list chain and safety chain.
  - (c) 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 towing 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 the 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 in 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 § 375-13.
- B. The HDTA shall have at least one wrecker capable of righting, winching and towing vehicles up to 80,000 pounds. The wreckers shall have the underreach capability of at least 35,000 pounds and a boom capability of 50,000 pounds. The HDTA shall respond to the scene within 30 minutes of a 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 such 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 39:5-56.5.
- B. It shall be the responsibility of the police to notify the registered owner, or any 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.
- C. Upon the expiration of 60 days after the time to collect the motor vehicles 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 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. 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 the 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 Borough.
- F. At any time prior to the sale of the motor vehicle or issuance of a title certificate therefore, 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.

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.