

ALLENTOWN BOROUGH POLICE DEPARTMENT
P.O. BOX 487
8 NORTH MAIN STREET
ALLENTOWN, NJ 08501

Dispatcher
609-259-6300

Police Station
609-259-3491

LICENSED TOWING SERVICE APPLICATION
Per Borough Ordinance 08-2016

\$250 initial fee, \$100 annual recertification for 3 year term of license.

Following items must be attached to be considered;

New Jersey Business Registration Certificate

Company Insurance Policy

Vehicle Insurance Policy

Each towing Vehicle Registration & Insurance Card

Copy of Certificate of Liability Insurance Naming Borough of Allentown as Additional Insured

Schedule of Storage Fees and Towing Fees

Date of Application: _____

Fee Paid _____

Check # _____ Rcvd by _____

Owner Information:

Name of Owner _____ Phone# _____

Address _____

D.O.B. ___ / ___ / ___ DL#: _____ SS#: _____

Business Information:

Name of Business _____ Phone# _____

Address: _____ 24 hr. Phone# _____

Corporations please list 10% stock owners on separate sheet

Company Insurance Information: *attach copy of Policy*

Name of Company Insurance _____

Address _____

Company Insurance Policy # _____

Vehicle Insurance Information: *attach copy of Policy*

Name of Vehicle Insurance _____

Address _____

Vehicle Insurance Policy # _____

Motor Vehicle Storage Facility Information:

Address _____

Vehicle Information: *attach copy of each registration & insurance card-See attached Code for Minimum requirements.*

1. Plate# _____ Registration _____

Make _____ Year _____ Model _____

VIN# _____

2. Plate# _____ Registration _____

Make _____ Year _____ Model _____

VIN# _____

3. Plate# _____ Registration _____

Make _____ Year _____ Model _____

VIN# _____

4. Plate# _____ Registration _____

Make _____ Year _____ Model _____

VIN# _____

5. Plate# _____ Registration _____

Make _____ Year _____ Model _____

VIN# _____

6. Plate# _____ Registration _____

Make _____ Year _____ Model _____

VIN# _____

Certification of Applicant: *Must be signature of Business Owner*

The Borough of Allentown or Allentown Police Department will in no way be responsible for the acts of the licensed towing operator in performing the services as outlined in Borough Code 3:10.1-12. Accordingly, the licensed towing operator hereby agrees to save and hold harmless the Borough of Allentown from all manner of liability as a result of its actions whether of a negligent or intentional nature.

I, _____, hereby certify that I understand the terms, definitions and conditions of the Municipal Code 3:10.1-12, of the Borough of Allentown and agree to operate under said terms and conditions.

Signature of Applicant _____ Date _____

Title _____

All regulations apply as per outlined in Borough Code 3:10.1-12

3-10 TOWING AND STORAGE OF VEHICLES.

3-10.1 Statutory Authority; Purpose; Applicability.

Pursuant to N.J.S.A. 40:48-2.49, the Borough hereby regulates the removal of motor vehicles from public property by operators engaged in such practice and establishes the fees to be charged for said removal and storage, as well as penalties for any violations thereof. It is the express policy of the Borough that no qualified applicant shall be excluded from this program or denied approval on the basis of race, religion, gender or national origin or be in any other way discriminated against unlawfully. This chapter shall apply to all motor vehicle towing and storage operations performed at the request of the Borough of Allentown.

3-10.2 Definitions.

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

"AUTOMOBILE" – A motor vehicle of a private passenger, sport utility or station wagon type that is owned or leased and is neither used as a public or livery conveyance for passengers nor rented to others with a driver; and a motor vehicle with a pickup body, or delivery sedan, a van, or a panel truck or a camper-type vehicle used for recreational purposes owned by an individual or by husband and wife who are residents of the same household, not customarily used in the occupation, profession or business of the owner(s).

"BASIC TOWING SERVICE" – The removal and transportation of an automobile from a highway, street or other public or private road or a parking area or from a storage facility, and other services normally incident thereto, but does not include recovery of an automobile from a position beyond the right-of-way or berm or from being impaled upon any other object within the right-of-way or berm.

"BOROUGH" – The Borough of Allentown.

"COMMERCIAL VEHICLE" – Any vehicle other than that as defined as an "automobile" pursuant to the definitions as contained in this chapter.

"INSIDE BUILDINGS" – A vehicle storage facility that is completely indoors, having one or more openings in the walls for storage and removal of vehicles, and that is secured by a locking device on each opening.

"MOTOR VEHICLE ACCIDENT" – An occurrence in which a private passenger automobile comes in contact with any other object for which the private passenger automobile must be towed or removed for placement in a storage facility. This includes all situations which are accidental as to the owner or operator of the motor vehicle, even if they were caused by the intentional acts of a perpetrator where the perpetrator was not the owner or operator of the motor vehicle.

"OPERATOR" – A person who is in physical control of a vehicle.

"OUTSIDE SECURED" – An automobile storage facility that is not indoors and is secured by a fence, wall or other man-made barrier that is at least six feet high. The facility is to be lighted at night.

"OUTSIDE UNSECURED" – An automobile storage facility that is not indoors and is not secured by a fence, wall or other man-made barrier, and all other storage facilities not defined above as "inside building" or "outside secured."

"STORAGE CHARGES FOR TWENTY-FOUR-HOUR PERIOD" – 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.

"TOW VEHICLE" – Only those vehicles equipped with a boom or booms, winches, slings, tilt beds, wheel lifts or under-reach equipment specifically designed by its manufacturer for the removal or transport of motor vehicles.

"TOW VEHICLE'S BASE OF SERVICE" – The towing operator's principal place of business, where the tow vehicle is stationed when not in use.

"WINCHING SERVICE" – Any operation in which a vehicle is moved onto a roadway from a position off the roadway, or any operation in which substantial work is required to prepare a vehicle for normal towing..

3-10.3 Appointment of Official Towers; Licensing Requirements.

a. The Borough Council shall appoint persons or companies meeting the criteria set forth in this chapter and engaged in the business of offering the services of a motor vehicle towing or wrecker service, whereby damaged or

disabled motor vehicles are towed or otherwise removed from the place where they are damaged or disabled, by use of a tow vehicle, as defined in this chapter. Such persons or companies shall be known as "official towers."

b. Official towers shall be identified by means of a license that shall be issued in accordance with the provisions of this chapter.

c. Not less than 75 days prior to the beginning of each three-year term of an official tower's license, the Borough shall advertise for applications for towing licenses for providing towing services pursuant to this chapter. The advertisement shall be published in the legal newspapers of the Borough.

d. All applicants shall submit their applications at least 60 days prior to the commencement date for each three-year period, and the applications shall be reviewed in accordance with the procedures set forth in this chapter. The award of a license to the successful applicants shall be subject to compliance with the license requirements of this chapter.

e. For the purposes of the licenses to be awarded, pursuant to this chapter, in the year in which it is adopted, the initial term of the license shall be from the date the license is issued until December 31, 2018. Licenses issued thereafter shall be for a three-year period commencing on January 1 of the year in which it was issued and terminating three years thereafter.

f. Notwithstanding the provisions of this chapter that provide for a three-year term of the license, official towers shall submit, no later than December 1 of each year that the towing license is in effect, a certification certifying that the official tower meets the requirements of this chapter in regard to the issuance of licenses. Said certification shall be submitted to the Allentown Police Department for review and approval by the designated administrative officer(s). Failure to submit the certification or failure to continue to abide by the requirements of this chapter in regard to the issuance of a towing license shall subject the official tower to revocation of the license in accordance with the procedures contained herein.

3-10.4 Services to be Furnished; Subcontracting.

a. Official towers shall furnish adequate and proper wrecking, towing, storage and emergency repair services to motor vehicles damaged or disabled within the limits of the Borough, when requested to do so by the Allentown Police Department.

b. No official tower shall subcontract any work to be performed pursuant to this chapter except in an emergency situation. The Borough shall, within reasonable discretion, maintain objective guidelines on file as to emergencies and use of subcontractors. Any official tower shall be responsible for the services performed by the subcontractor and shall remain liable for any violation of this chapter by the subcontractor.

3-10.5 Application Process.

a. Applications for inclusion on the official tower's list shall be made to the Borough Council upon a form prepared by the Allentown Police Department and approved by the Borough Attorney and shall contain all of the following information:

1. The name, residence and business address and telephone number of the owner of the towing company. If the owner is a corporation, the application shall contain the name, residence and business address and telephone number of every stockholder owning more than 10% of the issued stock.
2. Such information as may be required by the Borough Council concerning the personnel, vehicles, equipment and storage facilities of such applicant, as hereinafter provided, showing that the applicant meets the minimum standards of performance.
3. Policies or certificates of insurance coverage as hereinafter provided.
4. The names and addresses of two business references who have known the applicant for at least two years.
5. Certification that the applicant will be able to provide towing services anywhere in the Borough with a maximum response time of 20 minutes, except when extraordinary circumstances occur.

6. Certification that the applicant will be available for service on business premises 24 hours a day, seven days a week, and that they will abide by the fees contained in or referred to in this chapter.
7. Consent to certification that will consent to appointment of the Borough Clerk as the applicant's true and lawful attorney for the purpose of acknowledging service out of any court of competent jurisdiction to be served against the applicant.
8. A sketch plan showing the location of the storage area, the number of cars that can be stored and the total square footage area of the storage area.
9. Agreement to abide by the general rules and regulations established by the Allentown Police Department in connection with towing procedures within the Borough.

b. The applicant shall submit completed duplicate applications to the Borough Clerk, who shall forward a copy to the Officer-in-Charge of the Allentown Police Department for his or her review and approval. The review by the Allentown Police Department shall consist of the following:

1. A background check to determine if either the applicant or the applicant's personnel have been convicted of a criminal offense or have had their driver's licenses suspended or revoked within the past year. Conviction of a criminal offense or suspension of driver's license within the past year shall be a cause for disqualification from inclusion on the official tower's list.

2. An inspection of the personnel, vehicles, equipment and storage area proposed to be utilized by the applicant to verify the accuracy of the information contained in the application and to determine compliance with applicable laws and regulations and the standards of performance required by this chapter.

c. An applicant may be included on the official tower's list by the Borough Council, by resolution adopted at a regular public meeting, when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that all of the following circumstances exist:

1. The applicant has not knowingly and with intent to deceive made any false, misleading or fraudulent statements of material fact in the application or in any other document required pursuant to this chapter.
2. The applicant has met the standards in this chapter and has forwarded the policies or certificates of insurance, which shall be reviewed and approved by the Borough Clerk.
3. The application has been reviewed and approved by the Allentown Police Department.
4. Neither the applicant nor the applicant's personnel have been convicted of a criminal offense or had their driver's license suspended within the past year.

d. The Allentown Police Department shall conduct a review and render a report to the Borough Council, recommending either approval or denial of the application, within 45 days of receipt of the application. The Borough Council shall take action with regard to the application within 45 days of receipt of the report of the Police Department. The applicant, or its representative, shall be given notice of the date on which the Borough Council will consider the application and shall be permitted to appear and be heard at that time.

e. Written notice of the approval or denial of the application shall be provided to the applicant within seven days of the decision of the Borough Council.

f. If the Borough Council fails to take action within 60 days of receipt of a complete application, the application shall be deemed to have been denied.

g. Applicants and/or operators shall be rejected if deficiencies are disclosed or verified as follows:

1. Inaccurate information on the application form.
2. Unsatisfactory County Consumer Affairs Office report.

3. Lack of experience and/or has unsatisfactory references for the applicant's towing or storage service.
4. Lack of available qualified personnel to carry out the duties of a tow operator or storage service.
5. Lack of proper business/trade licenses.
6. Unavailable or inappropriate tow vehicle for the services required.
7. Failure to provide service on a twenty-four-hour, seven-day-a-week basis.
8. Failure to maintain a communication system between the dispatch center and tow vehicles on a twenty-four-hour basis.
9. Failure to provide evidence of adequate insurance.
10. Criminal conviction of the operator or tow company employees, unless waived for cause by the Officer-in-Charge of the Allentown Police Department.

3-10.6 Issuance of License.

a. Upon approval of the application as herein provided, the Borough Clerk shall issue the applicant an official tower's license to be utilized in providing services pursuant to this chapter.

b. Said licenses shall be in a form approved by the Borough Council.

c. The licenses shall be valid for the three-year period as set forth in this chapter, shall be nontransferable and shall be subject to revocation by the Borough Council for any of the following reasons, subject to the proceeding below:

1. If it is subsequently determined that the applicant knowingly and with intent to deceive made false, misleading or fraudulent statements of material fact in the application or in any other document required pursuant to this chapter.
2. Violation of any federal or state law or municipal ordinance or regulation relating to the operation of a motor vehicle or the provision of towing services.
3. Violation of any rule or regulation promulgated by the State of New Jersey.
4. Unsatisfactory service provided pursuant to this chapter.
5. Failure to annually certify compliance with the requirements of this chapter as required by Section 3-10.3(f) of this chapter.

d. The license fee for the license issued under this chapter shall be \$250.00 per license, a copy of which shall be displayed in each and every vehicle providing services pursuant to this chapter. The fee for the annual review of certification and inspection of all vehicles and equipment utilized by the official tower pursuant to Section 3-10.3(f) of this chapter shall be \$100.00.

e. Licenses may be transferred with the consent of the Borough Council, if the licensee demonstrates that the transferee complies with all of the requirements of this chapter.

3-10.7 Minimum Standards.

To qualify for inclusion on the list of official towers, applicants must meet the following minimum standards:

a. Minimum vehicle requirements.

1. Every official tower shall maintain and have available to render services required by this chapter a minimum of one regular tow vehicle, one flatbed vehicle and one heavy-duty wrecker.

2. Vehicle classes.

- A.** Regular tow vehicles must be equipped with a boom or winch assembly mounted on the chassis, a dolly assembly, a tow sling or wheel lift assembly at least 100 feet of either 3/8 inch or 7/16 inch cable attached to a motor-driven winch.
 - B.** Flatbed vehicles must be equipped with a winch or hydraulically operated bed which slides or tilts to accommodate transporting of vehicles.
- 3.** Every official tower shall have available a heavy-duty wrecker, and under-reach shall be rated at 35,000 pounds and shall be capable of towing new-style buses and trucks with fiberglass front ends.
 - 4.** All equipment shall comply with all state and federal regulations, and all vehicle operators shall possess a CDL license for over 18,000 pounds.
 - 5.** Each applicant shall submit, along with its application, proof of ownership, lease or other written agreement demonstrating availability as needed of the vehicles which will be utilized to provide services pursuant to this chapter.

b. Minimum equipment requirements.

1. Every tow vehicle or flatbed vehicle shall be equipped with the following:

- A.** At least one amber rotating beacon or strobe light mounted on the highest practical location of the vehicles, visible from 360° when in use and visible at a minimum distance of 500 feet during daylight hours.
 - B.** One snatch block per winch.
 - C.** Safety tow lights or magnetic tow lights for towing vehicles at night, amber-colored.
 - D.** Extra chains and cable for pulling or securing a towed vehicle.
 - E.** At least one heavy-duty broom, a shovel, a crowbar or prybar, a set of jumper cables, a flashlight, one two-pound or larger fire extinguisher of dry chemical type, one dozen flares or similar warning devices for placement at the scene of an accident or behind a disabled vehicle, at least 40 pounds of dry sand or a drying compound for gasoline and oil spilled onto the roadway and a container of sufficient size to remove the used compound, a sufficient quantity and types of tools to enable the tow operator to perform proper emergency repair services for the tow.
- 2.** Every tow vehicle or flatbed vehicle shall comply with any and all state, federal and local laws, regulations and ordinances pertaining to safety, lighting and towing equipment requirements and shall be subject to inspection by the Allentown Police Department at any time. No changes may be made in said vehicles or equipment unless prior written approval is obtained from the Borough.
 - 3.** Every tow vehicle or flatbed vehicle shall display the official tower's license and shall have the name of the official tower displayed on the vehicle in such manner and of such lettering as conforms to the provisions of N.J.S.A. 39:4-46.
 - 4.** All towing operators' trucks must be equipped with either two-way radio and/or mobile telephone communications equipment with their principal place of business, including their garage and/or office facilities, to ensure the proper availability of services and equipment on behalf of the Borough and motorists.
 - 5.** The towing operators' wrecker(s) and all other vehicles shall be properly licensed and registered with the New Jersey Motor Vehicle Commission.

c. Minimum personnel requirements; availability and response time.

1. All persons employed by official towers to provide the services required by this chapter shall meet the following requirements and be subject to the following regulations. They shall:
 - A. Be competent mechanics able to provide minimum road service for disabled vehicles;
 - B. Have a valid driver's license having no restrictions or conditional endorsements other than a condition requiring the wearing of eyeglasses;
 - C. Be mentally alert and present a neat appearance at all times;
 - D. Obey all traffic laws and regulations;
 - E. Be subject to inspection by the Allentown Police Department and shall be approved by the Borough prior to rendering any services; and
 - F. Not have been convicted of a crime nor had their driving privileges suspended or revoked within the past year.
2. Employees of the towing operator, in responding to a call, shall request and be afforded police assistance during the course of providing towing, emergency road services or removal of abandoned or accident vehicles when such employees find it necessary to turn around, back up, tow in the opposite direction of traffic, or cross the median.
3. A towing operator shall not permit a vehicle to be removed from the site of a vehicular accident, the scene of a crime or any other instance or situation without the prior approval and permission of a police officer and/or superior at the scene.

d. Minimum storage requirements.

1. Every official tower shall maintain an outside secured storage area meeting the following requirements:
 - A. The storage area shall be capable of storing a minimum of six passenger vehicles and one tractor and trailer. The area shall have at least 800 square feet of storage facilities to hold and protect police hold vehicles.
 - B. The location of the towing facility and storage area shall be within a three-mile radius from the Borough of Allentown Municipal Building or located within a municipality which is contiguous with the Borough of Allentown. This location is established to ensure reasonable response and towing distances.
 - C. The storage area shall be fully enclosed by a sturdy fence having a minimum height of six feet, with at least one lockable gate for ingress and egress, and shall be lighted from dusk to dawn.
 - D. The storage area shall be in an area legally zoned for such use.
 - E. The storage facility shall be available 24 hours a day, 365 days per year, and shall be open to the public at least five days per week between the hours of 8:00 a.m. and 6:00 p.m., excluding holidays. The applicant shall provide reasonable accommodations for the after-hours release of stored motor vehicles.
 - F. The official tower shall have an employee on duty during all hours in which the storage facility is open.
 - G. The official tower shall not charge a release fee or other charge for releasing vehicles to their owners after normal business hours or on weekends.
 - H. The applicant shall, with its application, submit proof of ownership or lease of the storage area.

- I. The official tower shall be responsible for ensuring the proper and safe storage of all vehicles towed pursuant to this chapter. The official tower shall be liable for any damage incurred by such vehicles while in transit to or while stored in the storage areas.

3-10.8 Utilization of Official Tower's List.

a. Official towers shall be placed on the official tower's list at the beginning of each year in accordance with the procedures as set forth in this chapter. The official towers shall rotate on the list for one week at a time or for such equal periods as designated by the Borough. The one-week rotation shall commence at 12:00 midnight on Sunday and terminate at 11:59 p.m. the following Saturday.

b. The Borough shall request wrecking, towing and storage services from each official tower in rotation. When called, the tower shall advise the dispatcher if a vehicle is available and the estimated time of arrival. If no tow vehicle is available or if, in the discretion of the Borough official making the request, the response time is insufficient under the circumstances to properly protect the public health, safety or welfare, the next official tower on the list shall be called for that particular towing event. The official tower who is at the top of the list, however, shall remain on the top of the list for any subsequent calls until that tower's one-week period at the top of the list is finished.

c. All requests for service shall be made by the Allentown Police Department.

d. The Police Department shall request service only from official towers; provided, however, that if no emergency or imminent road hazard exists, the Borough shall request such service from such other person as the owner of the motor vehicle in need of such services may request; and provided further that, if none of the official towers are available or able to provide such services as are requested by the Borough, or if an emergency exists, the Borough may request such services from any other available source.

e. During adverse weather conditions, heavy traffic conditions or emergency conditions, official towers shall give priority to requests from the Borough over any other requests which may be received by the official towers.

3-10.9 Insurance Requirements.

a. The tower shall maintain, during the life of its license, insurance policies of the type and with the minimum limits indicated below and in a form satisfactory to the Borough. The tower shall provide a certified copy of the policies and/or certificates of insurance satisfactory to the Borough prior to commencement of work. All policies and/or certificates shall be submitted to the Borough Clerk for review and approval.

1. *Garage liability insurance.* Limit of liability shall not be less than \$1,000,000 combined single limit (bodily injury and property damage) per occurrence, including premises operations and products/completed operations.
2. *Automobile liability insurance.* Limit of liability shall not be less than \$1,000,000 combined single limit (bodily injury and property damage) per occurrence.
3. *Garagekeepers insurance.* Physical damage insurance policies shall be specifically endorsed to provide direct primary insurance, where applicable, for vehicles in tow, possessed or stored on property owned or controlled by the tower. Limit of said coverage shall be not less than \$100,000 per location.
4. *Excess umbrella insurance.* Limit of liability shall be not less than \$1,000,000, providing protection in excess of the one-million-dollar garage and auto liability coverage. Note: This requirement may be waived if the limits of liability in Subsections a.1. and a.2. are not less than \$2,000,000 combined single limit.
5. *Workers compensation insurance.* New Jersey statutory coverage, including employers liability coverage, shall be provided.

b. On all liability policies, the Borough shall be added as an additional insured, and insurance policies and/or certificates shall indicate such coverage as primary coverage notwithstanding any insurance carried by the Borough.

c. The tower shall indemnify the Borough and the public against any loss due to injuries, accident or damages of any character whatsoever where any such damage is the result of an act or omission of the tower, his agents or employees in or due to the execution of the work called for under the contract.

d. Copies of all insurance policies provided above or certificates thereof satisfactory to the Borough shall be furnished forthwith.

e. The providing of any insurance required herein does not relieve the tower of any of the responsibilities or obligations assumed by the tower for which the tower may be liable by law or otherwise.

f. If any policies contain deductible or copayments, it shall be the responsibility of the tower to pay such sums at the same time a claim is settled by the tower's insurance company.

g. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall cause an immediate termination thereof.

h. Policies must be endorsed to provide collision coverage for vehicles in tow.

i. Proof of the above insurance shall be provided at the time of application.

3-10.10 Towing and Storage Fees.

a. The following rates for cars, vans, pickups and four wheel vehicles up to 6,000 pounds and motorcycles will apply for the first half hour of service except for crane service. After the first half hour of service, all time will be charged at seventy-five (\$75.00) dollars per hour. If dolly wheels are used, there will be an additional charge of fifteen (\$15.00) dollars.

1. Cars, vans, pickups and four wheel vehicles up to 6,000 pounds:

Normal tow within township limits:	\$100.00
Winch job, pole, roll over:	\$100.00 minimum
Car carrier:	\$100.00

2. Motorcycles and bikes:

Pick-up of motorcycles	\$ 75.00
Pick-up of trail bikes or minibikes	\$ 75.00
Use of flatbed	\$ 75.00

3. Tows outside the township limits will be charged at three (\$3.00) dollars per mile plus tolls.

4. Crane service shall be four hundred fifty (\$450.00) dollars per hour with a minimum of two hours to be charged.

5. A basic environmental or crash scene clean-up includes removing of debris, sweeping of glass and vehicle fluids using an absorbent material. The rate shall be charged at fifty (\$50.00) dollars for the first 30 minutes which includes the service and one bag of absorbent. Additional bags shall be charged at a rate of twenty (\$20.00) dollars for each.

b. The following rates for trucks, tractor trailers, buses and other vehicles over 6,000 pounds will apply for the first half hour of service. After the first half hour of service, all time will be charged at two hundred (\$200.00) dollars per hour except for crane service. Additional wreckers called out will be charged at two hundred (\$200.00) dollars per hour. An extra person, if needed, will be charged at an additional fifty (\$50.00) dollars per hour.

1. Trucks and vehicles over 6,000 pounds:

Normal tow within township limits	
6,000 pounds to 15,000 pounds	\$300.00
Over 15,000 pounds	\$450.00

2. School buses

Normal tow within township limits	\$200.00
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3. Buses (private or charter)

Normal tow within township limits	\$450.00
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4. Tractor trailers
Normal tow within township \$450.00
5. Tows outside the township limits will be charged at five (\$5.00) dollars per mile. (Trailers will be dropped at nearest possible location.)
6. Crane service shall be four hundred fifty (\$450.00) dollars per hour with a minimum of two hours to be charged.
7. Specialized equipment rates
Heavy duty under lift \$350.00 per hour
48 foot tilt trailer service \$350.00 per hour

c. When any vehicle is brought from the original location to police headquarters for investigative purposes and, upon completion, is moved from police headquarters to a final destination, the charge will be one and one-half times the actual rate for one tow.

d. Roadside Assistance Calls. Basic roadside assistance such as tire changing, up to two gallons of fuel, or jump starting. Due to roadway design, traffic patterns, and the inability to conduct quick roadside assistance, the Borough of Allentown does not recognize roadside assistance for vehicle in excess of 16,001 lbs. Disabled vehicles over 16,001 lbs. must be towed from the roadway or any other vehicle deemed to be unsafe on the roadway. If the roadside assistance call for service results in a tow, then the vehicle operator will only be charged for the towing.

1. The rates charged for roadside assistance for the first 20 minutes will be:

Cars, vans, pickups, and four wheel vehicles up to 6,000 pounds:

8:00 a.m. to 6:00 p.m.	\$55.00
6:01 p.m. to 8:00 a.m.	\$65.00

Trucks and Buses:

8:00 a.m. to 6:00 p.m.	\$85.00
6:01 p.m. to 8:00 a.m.	\$95.00

2. After the first 20 minutes, all time will be charged at seventy-five (\$75.00) dollars per hour.

e. Storage Fees.

1. Storage begins at date and time vehicle is placed on property of towing service. Storage will be charged for each 24 hour period (or any portion thereof) as set forth below. Any vehicle released prior to 12 hours storage will be charged at only half of the 24 hour rate, except as set forth below.

Cars:

Impounds and disabled	\$35.00/each 24 hours
Accidents	\$35.00/each 24 hours
Inside storage	\$50.00/each 24 hours
Vehicles kept over 12 hours, but under 24 hours	\$20.00/each

Motorcycles, minibikes, trailbikes
(must be locked in secure enclosure):

\$30.00/each 24 hours

Trucks:

Tractor	\$75.00/each 24 hours
Trailer	\$75.00/each 24 hours
Both tractor and trailer	\$125.00/each 24 hours
Buses	\$75.00/each 24 hours

Township vehicles:

For first 30 days	\$3.00/each 24 hours
For 31st day and thereafter (not to exceed \$400.00)	\$2.00/each 24 hours

Except in the case of private vehicles held by the tower for the Allentown Police Department for investigation or other police business, which vehicles shall be stored at the above rates for the first fourteen (14) days and thereafter at rates agreed to by the Borough and the tower depending upon the storage requirements of each police-held vehicle.

2. The towing service will have someone available daily to release vehicles after normal business hours of 8:00 a.m. to 6:00 p.m. and will charge as follows:

6:00 p.m. to 12:00 a.m.	\$25.00 administrative release cost
12:01 a.m. to 8:00 a.m.	\$30.00 administrative release cost

3-10.11 Miscellaneous Provisions.

a. Copies of this chapter and the schedule of fees that may be charged by official towers shall be made available to the public during normal business hours at the Borough Municipal Building and Police Department. Copies shall also be made available to the public at each official tower's place of business.

b. All official towers shall post, in a prominent place at each storage area clearly visible to the public, a schedule of the fees that may be charged for all services provided pursuant to this chapter.

c. The Borough reserves the right to make periodic unannounced inspections of the personnel, vehicles, equipment and storage areas of all official towers.

d. The relationship between an official tower and the Borough is one of an independent contractor. Neither party shall be construed in any manner whatsoever to be an employee of the other, nor shall any employee or agent furnished by any party be construed to be an employee or agent of the other party. Inclusion on the official tower's list shall not be construed or considered as a joint venture, partnership, association, contract of employment or profit-sharing agreement.

e. The Borough shall not be liable or responsible for compensating the official towers for any of the services performed under this chapter unless those services are performed for the Borough vehicles. Compensation shall be the responsibility of the owner of the towed motor vehicle, and the official tower shall proceed directly against the owner.

f. The official tower shall, at all times, be solely responsible for the conduct of its employees. No licensee shall discriminate as to hiring or employment practices. Licensees shall be required to sign a nondiscrimination statement.

g. Each official tower shall keep and maintain adequate and complete records showing all vehicles towed, stored and released, all services rendered and all fees charged and collected. All records shall be available for inspection by the Borough at any time during normal business hours. Records shall be kept and maintained by the official tower at one central location and shall be retained for a period of seven years. Records may be written, printed or computerized, as long as the requirements of this subsection are met.

h. The official tower shall comply with all state and federal laws and regulations concerning wages, hours and terms of employment.

3-10.12 Violations and Penalties; Enforcement Agency.

a. Any person who shall violate any of the provisions of this chapter shall, upon conviction, be punished by a fine not to exceed \$1,000.00, and each violation of any of the provisions of this chapter and each day the same is violated shall be deemed and taken to be a separate and distinct offense.

b. In addition to the fine provided above, a violation of any of the provisions of this chapter shall be cause for suspension or revocation of the official tower's license.

c. The Allentown Police Department or any member thereof is hereby declared to be the enforcement agency of this chapter in accordance with due process of law.

ALLENTOWN BOROUGH POLICE DEPARTMENT
P.O. BOX 487
8 NORTH MAIN STREET
ALLENTOWN, NJ 08501

Dispatcher
609-259-6300

Police Station
609-259-3491

Authorization for Release of Information

I authorize the release of any and all information from any agency to the Allentown Borough Police Department for the purpose of obtaining a:

Type: _____ License Permit

Date

Signature of applicant

Police Record Check

Name of Applicant _____

Address _____

Male Female S.S. # _____ D.O.B. ___/___/___

Official Use Only

Date _____

TO: _____ Police Department

The above named person resides in your community and applied for a license/permit in the Borough of Allentown. Please advise if said person has a criminal record via email to policeclerk@allentownboronj.com.

Officer-In-Charge Lt. Daniel Panckeri
Allentown Borough