



CITY COUNCIL

Committee of the Whole

Monday, April 27, 2015

5:00 pm

Agenda

Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the President of Council.

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No.27-2012.

- I. Solid Waste Minimization Plan – Environmental Advisory Council
– C. Curran-Myers**
- II. Zoning Backlog – L. Agudo**
- III. Equal Business Opportunity Advisory Board**
- IV. Agenda Review**
- V. Other Matters**



COMMITTEE of the WHOLE

CITY COUNCIL

MINUTES
April 13, 2015
5:30 P.M.

COUNCIL MEMBERS PRESENT:

D. Sterner, J. Waltman, D. Reed, M. Goodman-Hinnershitz, S. Marmarou

OTHERS PRESENT:

L. Kelleher, S. Katzenmoyer, C. Younger, C. Snyder, R. Johnson, D. Cituk

The Committee of the Whole meeting was called to order at 5:36 pm by Mr. Waltman.

I. Administrative Manual Update

Ms. Snyder distributed a draft table of contents. She gave a brief background of the work group and stated that they have a deadline of May 4 to provide a manual. She stated that as the first draft will not be complete the work group will continue and provide updated manuals every six months until the manual is complete.

Ms. Snyder stated that she plans to provide copies of all policies to Council for their review and comment before they are included in the manual.

Mr. Marmarou questioned "on and off boarding". Ms. Snyder explained that this will be the policy on new employee orientation and on processing employees who are leaving.

Ms. Goodman-Hinnershitz stated that the manual will be very comprehensive. She expressed the belief that six months is not realistic. She noted the need to add a disclaimer to the first draft of the manual that it is not complete. Ms. Snyder agreed.

Ms. Goodman-Hinnershitz stated that it would be a disservice to the public if the disclaimer is not included.

Mr. Acosta, Mr. Lloyd and Mr. Denbowski arrived at this time.

Mr. Waltman expressed the belief that this is a good starting point. He stated that there will be many gray financial areas. He stated that financial policy and control remain in Council control. He commended the work of the group.

Ms. Snyder stated that she is aware of this need. She stated that she intends to reference the Administrative Code in many sections of the manual.

II. Reading iRequest Presentation

Mr. Lloyd stated that Ms. Goodman-Hinnershitz is an active user of the system. He explained that the system has been live since January 2 and that there has been good feedback both internally and externally. He stated that use continues to increase and there have been approximately 4,000 requests made to date. He stated that the City is proactively addressing issues.

Mr. Lloyd explained that there will be a system upgrade in the Customer Service Center (CSC) soon which will require additional training. He stated that new request types continue to be added to the system and that reports are available. He explained that the item with the most use is missed trash and recycling pick-ups.

Mr. Marmarou questioned if the system could be used for police matters. Mr. Lloyd stated that the only police matter at this time is reporting abandoned vehicles.

Ms. Kelleher suggested that reporting large vehicles in neighborhoods be added as a request type. Mr. Lloyd agreed and requested that Council contact him with any other suggestions.

Ms. Goodman-Hinnershitz stated that she currently reports issues through iRequest and also alerts Council staff for follow up. She stated that on several requests, iRequest marks the issue complete but that the issue is really not resolved. Mr. Lloyd stated that this can happen depending on the issue and that he is working to clarify this for the user.

Mr. Waltman stated that notice to utilities for utility street cuts should not be closed before the utility resolves the problem. The request should continue to be tracked and the utility should be reporting back and communicating with the City. He stated that

this should be a good management tool to address the root causes of City issues. He suggested a monthly review of the top ten issues to work on solutions to prevent the complaints.

Mr. Lloyd explained that SRs are no longer logged into Hansen for complaint follow up. He stated that this is sometimes why iRequest will call an issue complete when it is not resolved. IRequest completes the item when it is transferred to Hansen for additional follow up.

Mr. Waltman questioned the affect this change has on Hansen overall. Mr. Lloyd stated that the SR processing is the only affect on Hansen.

Mr. Waltman noted the need to integrate the two systems to prevent the closed/not closed issue.

Mr. Lloyd left the meeting at this time.

III. River Road Extension Update

Ms. Snyder explained that the route is being redesigned to lower the impact to residential areas. She stated that the City has contracted with McCormick Taylor but that the project is already nine months behind schedule. She stated that she has spoken with them and that there are three issues which could cause additional delays.

1. Impact on historic districts – the Queen Anne federal historic district is in this area. She noted the need to show that there is no historic disruption or there could be a 2-3 year delay. She stated that the traffic pattern will avoid this area wherever possible.
2. Hazardous waste issues – the Windsor and Ritter playground area is contaminated. The assessment is complete and the City will work with the School District.
3. Right of way issues

Mr. Marmarou suggested that the contamination issue at Windsor and Ritter may have been addressed when the City turned this property over to the School District. Ms. Kelleher stated that she will begin researching this issue. Ms. Goodman-Hinnershitz suggested that the deed also be researched.

Mr. Waltman noted the high amount (approximately \$1.2 million) for this engineering work. Mr. Johnson explained that the right of way and environmental issues increased the cost of the project.

IV. Agenda Review

Council reviewed this evening's agenda including the following:

- Resolution promoting Sean Hart to 1st Deputy Chief

Ms. Snyder explained that there will be a retirement causing an opening.

- Ordinance regulating immigration assistance services provided by notary public businesses and individuals

Mr. Waltman questioned if there were many unscrupulous businesses taking advantage of people. Mr. Acosta stated that there are only a few. He stated that these regulations require that you disclose that as a notary public you are not an attorney. He stated that he is working with the State Attorney General to speak in Reading on this issue and to provide information to notary publics. He stated that Mr. Cortez has been invited to participate but that he has not yet responded.

Mr. Waltman stated that those needing immigration services live in fear. He questioned what resources would be given to them. Mr. Acosta stated that the Berks County Bar Association is already a resource and he is working with the Hispanic Center to promote using the services of the Bar Association.

Mr. Waltman agreed with the need to post a disclaimer at notary public's offices about they're not being attorneys. He suggested that the posting also include the contact information for the Bar Association.

Mr. Marmarou agreed with the need for this regulation and the town meeting. He suggested that the information be provided in languages other than Spanish. Mr. Acosta agreed and stated that he is already working on obtaining translators in other languages. He expressed the belief that not all notaries are bad people doing bad work. He stated that there are a few who lie that must face the consequences. He noted the need to stop the abuse of those in need.

Mr. Marmarou questioned if the town meeting would be advertised. Mr. Acosta stated that it will be. He stated that the City will not have "Notary Police" but that it will be reaching out to all notaries at multi-service establishments.

- Ordinance adding parking kiosks and electronic payment for parking meters and allowing the Parking Authority to establish parking rates

Mr. Acosta stated that this ordinance is being introduced this evening but that it will not be considered for final passage until after Council and the Parking Authority meet.

- Ordinance increasing the number of food vendors

Ms. Reed stated that both DID and the Main Street Board recommends this increase. She explained that the City allows 15 food vendors are this time and that this ordinance would increase the number to 20.

Ms. Snyder explained that the City had 18 good applicants this year and that they do not wish to turn any away.

Mr. Acosta explained that in Puerto Rico and some other countries, many food establishments are moving into carts because operating costs are lower. He stated that this hurts other business owners in the area and that the City is full of carts.

Mr. Waltman questioned where the 15 carts are currently located. Ms. Reed stated that they are assigned a location in the downtown.

Mr. Waltman expressed the belief that 20 food carts are not needed. He stated that some of the current carts look questionable.

Ms. Reed suggested meeting with DID and Main Street on this issue.

Mr. Acosta stated that there are much lower costs associated with operating a cart versus operating a business.

Ms. Reed suggested that Property Maintenance also be included in the meeting. She stated that in the past she was anti-cart but that she has changed her mind. She noted the need to closely regulate them.

Ms. Goodman-Hinnershitz stated that she has some experience with the cost of restaurant equipment. She stated that opening a cart is much less expensive. She stated that this does not give incentive to restaurants to stay open. She stated that a proliferation of carts will affect downtown restaurants.

Mr. Waltman noted the need for the City to also re-examine cart regulations. He described a card table in a bus stop selling wares. He expressed the belief that more carts will reduce restaurant business.

Mr. Acosta agreed to meet with others on this issue.

Mr. Sterner suggested that DID also survey downtown businesses for their input on this issue.

Ms. Reed suggested that the City also examine the difference between food trucks and food carts.

- Ordinance suspending Code of Ethics section 12 Campaign Finance and
- Ordinance transferring funds from the Contingency Fund to the Board of Ethics

Mr. Acosta stated that there may be a large increase in the number of complaints filed based on candidates not following the Campaign Finance guidelines. He stated that the Code amendment was based on the potential State Election Code amendment which was not passed.

Mr. Waltman expressed the belief that this law will not hold up to challenge as State law takes precedence.

Mr. Acosta noted the need for the body to discuss this issue. He expressed the belief that when one complaint is filed it will trigger many more. He stated that he is proposing two ordinances – one that will suspend the Campaign Finance section of the Ethics Code and one which transfers funds to the Ethics Board. He stated that the body can determine which path is taken.

Mr. Waltman suggested that providing an additional \$250,000 to the Board of Ethics is baiting people to file complaints.

Mr. Acosta stated that his intention is to force discussion.

Mr. Waltman suggested repealing this section. Mr. Acosta stated that he is suggesting suspension while he and staff have further discussions with Ed Stock. He noted the need to protect the City from liability.

Mr. Waltman suggested that during the suspension period, the section also be analyzed to see if it has merit overall.

Ms. Goodman-Hinnershitz stated that this is very poor timing. She stated that as a candidate she would be cautious about addressing the issue at this time. She stated that perceptions will be affected.

Mr. Acosta stated that he is not a candidate at this time. He stated that as Council President he is responsible to protect the City.

Ms. Reed stated that she does not support suspending this section. She expressed the belief that it gives the perception of favoritism. She stated that there was time to address this issue during non-election years. She questioned why it is being brought forward at this time.

Mr. Waltman agreed that it would not look good to address the issue now. He requested an opinion from Mr. Younger about whether this is in violation of State Election law. He stated that conversation is speculation until the issue has been researched.

Mr. Younger stated that he has done some preliminary research. He suggested that the ordinances be introduced at this time and he will have an opinion to Council before they are eligible for final passage.

Mr. Waltman expressed the belief that addressing this issue now may expose the City to additional risk.

Mr. Marmarou questioned who filed a complaint. Ms. Katzenmoyer explained that if a complaint has been filed, the information is confidential. There is no way to determine if a complaint has been filed, and if it has, who filed.

Ms. Goodman-Hinnershitz expressed the belief that many candidates don't understand the provisions. She noted the need to educate candidates.

Mr. Acosta requested the opinion from Mr. Younger within the next week.

- Resolution increasing the rate of pay for Pam Hoffman

Mr. Acosta stated that a resolution was before Council for a different amount. Ms. Snyder stated that Ms. Hoffman is a part time employee so rather than setting an annual salary, the hourly rate was increased. She stated that both the Police Chief and HR recommend this rate of pay. Mr. Cituk agreed with this approach.

Mr. Acosta questioned if Ms. Hoffman was eligible for City benefits. Ms. Snyder stated that she is not.

- Resolution adding campaign expense reports and statements filed by candidates and political committees to the City Record Retention Schedule

Mr. Acosta stated that this is a housekeeping issue to provide guidance for the document retention period. He stated that the resolution may be moot depending on the action taken by Council regarding this section of the Code of Ethics. He stated that not all candidates have submitted the necessary forms. He stated that once this issue is resolved, reminder letters will be sent to all candidates.

V. 4th & Penn

Mr. Acosta suggested that Council meet for a snack at Maria's. He suggested that next week's committee meetings begin at 6 pm to allow time.

The meeting adjourned at 6:52 pm.

*Respectfully Submitted by
Linda A. Kelleher, CMC, City Clerk*



CITY OF READING CITY COUNCIL

Brief

Item: Endorsing a
Solid Waste
Minimization
Plan

From: Shelly Katzenmoyer
Deputy City Clerk

Briefing No.: 1-2015

Date: April 1, 2015

SUBJECT: Resolution endorsing a Total Solid Waste Minimization Plan with the goal of zero waste disposal.

BACKGROUND: Mr. Denbowski attended the October 2014 Environmental Advisory Council (EAC) meeting and distributed a sample resolution endorsing zero waste. The EAC chair and I reviewed the resolution. There were many questions and suggested changes. In addition, I recommended that a more streamlined resolution be drafted with the same results.

A subcommittee of the EAC consisting of City staff Brian Kelly, Brian Twyman, Deb Hoag and I along with EAC members Pier Ignozzi-Shafer and Callie White was formed and met to review the resolution.

The original resolution was changed to contain information relative to Reading's solid waste program and also incorporated language from the STAR assessment and the US Conference of Mayors Zero Waste Task Force.

PROGRESS REPORT: The final language of the resolution was reviewed and unanimously approved by the EAC at their March 24, 2015 meeting.

The EAC recommends Council's adoption of the resolution endorsing the zero waste goals.

Drafted by	Deputy City Clerk
Sponsored by/Referred by	Environmental Advisory Council
Introduced on	N/A
Advertised on	N/A

RESOLUTION NO. _____ 2015

A RESOLUTION ENDORSING A TOTAL SOLID WASTE MINIMIZATION PLAN WITH THE GOAL OF ZERO WASTE DISPOSAL

Whereas, the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 requires “counties to submit plans for municipal waste management systems within their boundaries; authorizes grants to counties and municipalities for planning, resource recovery and recycling”; and mandates the City of Reading and other municipalities to implement recycling programs; and

Whereas the County of Berks revised their Municipal Waste Management Plan in 2014 to meet said requirements; and

Whereas the City of Reading recognizes its individual impact on waste disposal and takes a more aggressive approach by establishing its own municipal solid waste management plan with the goal of total solid waste minimization; and

Whereas, the Zero Waste Policy Development Taskforce of the Municipal Waste Management Association, which serves as the environmental affiliate of the US Conference of Mayors, is currently investigating how cities can best incorporate sustainable materials management best practices; and

Whereas, the National League of Cities endorses the STAR Community Rating System as an outcomes-based framework for measuring municipal commitments to sustainability, and said STAR Rating System sets the waste minimization objective of “incremental progress towards achieving a 100% reduction by 2050 in total solid waste generated within the jurisdiction that is disposed of via landfill or incinerator”; and

Whereas, total solid waste is defined as waste that includes, but is not limited to, municipal solid waste, construction and demolition waste, organic waste, household hazardous waste, and electronic waste; and

Whereas, the City of Reading realizes the impact City residents, businesses, industries, and the government proper have on the environment and natural resources; and

Whereas, the City of Reading created the City of Reading Environmental Advisory Council to advise City Council on environmental matters such as proposing new environmental protection and sustainability initiatives; and

Whereas, the City of Reading Administration created an Office of Performance and Sustainability as well as the Mayor’s Sustainability Committee; and

Whereas, the City of Reading Environmental Advisory Council encourages the City and its residents, businesses, and property owners to work toward sustainability; and

Whereas, the Environmental Advisory Council encourages reuse and recycling of all materials and resources; and

Whereas, the City of Reading has historically worked to increase recycling and to reduce and eliminate waste.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading endorses the work of the City Administration to achieve waste minimization with an ultimate goal of approaching zero total solid waste disposal (“zero waste”) through the creation of a fiscally responsible Total Solid Waste Minimization Plan; and

BE IT FURTHER RESOLVED that the City of Reading hereby adopts a waste diversion goal of 50% or better by the year 2030, and achievement of zero waste by 2050.

Adopted by Council _____, 2015

President of Council

Attest:

City Clerk



CITY OF READING CITY COUNCIL

Brief

Item: Equal Business
Opportunity
Advisory Board

From: Shelly Katzenmoyer
Deputy City Clerk

Briefing No.: 1-2015

Date: March 30, 2015

SUBJECT: Repealing the Minority Business Procurement Board and replacing it with the Equal Business Opportunity Advisory Board

BACKGROUND: At the February 17, 2015 Committee of the Whole meeting, Council heard a presentation from Frank Denbowski about the Administration's wish to amend the Minority Business Procurement Board and rename it the Equal Business Opportunity Advisory Board. Council had the following discussion:

III. Minority Business Procurement Board

Mr. Denbowski stated that one of his roles is to assist in filling vacant positions on boards, authorities and commissions. He stated that this Board has been dormant for several years. He stated that rather than just fill the positions, he felt it was better to review the legislation and determine if amendments are needed. He stated that he has received feedback from the former chair of this Board and has reviewed similar legislation in other cities. He stated that he has also reviewed the Board with Mr. Bembenick. He distributed an updated draft amendment.

Mr. Denbowski stated that the City has made much progress in this area since 2005. He stated that both the Administrative Code and the purchasing policies have been updated. He suggested that the name of this board be changed to emphasize that it will assist all socio-economic classes. He suggested that a role of this Board should also be as liaison

to the business community. He explained that the Minority Contractors Association no longer exists. He suggested that the number of members be reduced from seven to five. It was also suggested that references to employment and labor be stricken from this legislation as it is now under the purview of the Diversity Board.

Mr. Bembenick stated that including employment and labor under this Board would be duplicative with the Diversity Board. He noted the need for better definitions of Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women Business Enterprise (WBE).

Mr. Denbowski stated that this Board will need administrative support. He stated that this support would be provided by Administrative Services. He reviewed the draft amendment.

Ms. Goodman-Hinnershitz voiced support to change the name of this Board. She stated that the legislation needs additional review. She stated that there have been diversity changes in the City and that the word minority does not have the same meaning.

Ms. Reed suggested that this issue be looked at more deeply to determine if this Board is needed. She suggested that there may be other ways to address the issue. Mr. Denbowski agreed.

Mr. Acosta recalled that the Minority Contractors Association came into being as a reaction to Our City Reading not awarding contracts to minority businesses. He suggested that this group was also the driving force of this legislation. He agreed with the need to change the name of this Board. He suggested that the Board be repealed rather than amended if it is no longer necessary.

Mr. Waltman left the meeting at this time.

Mr. Denbowski stated that there is a lot of rumor and that a role of this Board, as liaison to the community, is to debunk the fact versus fiction. He suggested that the Board be amended if it can assist building trust with the community.

Mr. Acosta suggested that the issue may become political and be counterproductive.

Ms. Goodman-Hinnershitz stated that the wording of Section 705 Powers and duties of the Board may backfire if not amended.

Ms. Reed recommended that the amendment be reviewed at an upcoming Nominations & Appointments Committee meeting. She questioned why this was coming forward at this time. Mr. Denbowski stated that it is to fill the vacant positions.

Ms. Goodman-Hinnershitz stated that the City is entering the season where everything that is done is viewed as political.

Mr. Acosta suggested that the need for this Board must be confirmed. He stated that the role of this Board must be essential to invest in amending the legislation. He stated that the reporting section must be clear and specific. He suggested that if the role of reporting is better defined, that will indicate if the Board is needed.

Mr. Denbowski questioned if the Board should be repealed if it is found that the issue can be addressed in other ways.

Ms. Goodman-Hinnershitz suggested that repealing may be viewed as negative during this season.

Mr. Daubert suggested that a draft amendment be considered first.

Ms. Katzenmoyer requested that she receive the updated draft as she has also begun to review the legislation. Mr. Denbowski stated that he will provide the updated draft.

I reviewed the existing legislation and it appears that additional amendments are needed. Additionally, the departure of Mr. Bembenick will affect the internal workings of this Board until a new Administrative Services Director is named.

PROGRESS REPORT: I met with Mr. Denbowski on March 3 to begin work on the amendment. We reviewed the amendments suggested by myself as well. At that meeting, Mr. Denbowski began discussion about the City's need to perform a disparity analysis. I recommended that the work group be expanded to include Thomas

Coleman as he works with the Human Relations Commission and would be more familiar with this analysis.

The expanded group met again on March 19 to discuss the City's need to perform a disparity analysis. The pros and cons were discussed. Mr. Coleman recommended that a study not be performed at this time as it is time and labor intensive and would cost quite a bit of money to have performed by an outside consultant.

Mr. Coleman indicated that the City's reliance on Costar may undermine its diversity efforts and that this amendment would not give preferential treatment but rather access to opportunities that certain entities have previously not been presented with.

At this meeting the group learned of the Administration's hope to have this amendment passed by Council before the May Primary Election. This will accelerate the pace of the work group to allow for Council input and comment.

I suggest the following timeline:

- April 6 – Update and brief at Nominations & Appointments Committee
- April 7 – 20 – Council input and comment
- April 27 – Discussion at Committee of the Whole meeting and introduction of ordinance
- May 11 – Final passage

The group met again on March 27 to discuss the qualifications of potential Board members and the Board's duties. The suggested qualifications are noted in a "comment" on page 6. The amended duties are listed on page 8.

Please provide comment no later than April 20.



CITY OF READING CITY COUNCIL

Brief

Item: Equal Business Opportunity Advisory Board **From:** Shelly Katzenmoyer
Deputy City Clerk

Briefing No.: 2-2015 **Date:** April 16, 2015

SUBJECT: Repealing the Minority Business Procurement Board and replacing it with the Equal Business Opportunity Advisory Board

BACKGROUND: Amendment of this Board began in February. Thomas Coleman, Frank Denbowski, and I continue to refine this amendment to ensure that the Board is comprised in a way that will be productive and will have concise duties that will guide discussions.

PROGRESS REPORT: The Administration hopes to have this amendment passed by Council before the May Primary Election. Council has been provided with the work to date. In order to meet the proposed timeline, the amendment must be introduced at the April 27 regular meeting. It would be helpful to have discussion at the April 27 Committee of the Whole.

The highlights of the amendment are:

- Overall reorganization of the section
- Changing the membership from 7 to 5
- Changing the term from 2 years to 3 years
- Making the composition of the board:
 - a minority business owner
 - a member of the Chamber of Commerce
 - a member of the Building/Trades Council
 - a procurement professional

- a resident at large
- The powers and duties of the Board will be:
 - outreach to MBEs, DBEs, WBEs, SBEs and the socially disadvantaged to participate in procurement
 - outreach to MBEs, DBEs, WBEs, SBEs and the socially disadvantaged to participate in contracts as contractors and subcontractors
 - Monitor the total number of MBEs, DBEs, WBEs, SBEs and socially disadvantaged companies in the Berks County area
 - Maintain a list of such eligible vendors and make it available to all agencies
 - Ensure all majority contractors are aware of the existence and identity of MBEs, DBEs, WBEs, SBEs and socially disadvantaged businesses
 - Provide a written report on the MBEs, DBEs, WBEs, SBEs and socially disadvantaged businesses participating in the City process annually
 - Monitoring the Board's mission and duties

The marked up document is also provided so that you can see the changes to the current legislation that are being proposed.

Please provide comments and suggestions.



**CITY OF READING CITY COUNCIL
Brief**

Agenda Item: Parking of
Commercial Vehicles
From: Councilor Marmarou
Date: April 13, 2015

SUBJECT: Repeal and re-create the ordinance re Prohibition of Commercial Vehicle Parking in residential neighborhoods.

SUMMARY: There has been an increase in the number of complaints about large commercial vehicles in residential neighborhoods. Initially I asked the City Clerk to perform research to expand the restrictions to include all commercial vehicles. The City Clerk found that similar prohibitions are applied in numerous municipalities across the nation. She and Legal Specialist Coleman began working on draft legislation. When they reviewed the draft legislation with the Sergeant in the Traffic Office, they learned that there was an issue with enforcement of the existing ordinance due to some confusion about which types of vehicles were affected. The re-write clarifies the existing language, adds the PA Motor Vehicle Code definition of Commercial Vehicle and includes the PennDOT Classification sheet to provide clarity.

This ordinance:

- Prohibits commercial vehicles with a GVW of 10,000 lbs or more from parking in all residential and preservation zoning districts unless the vehicle is involved in the actual delivery, pick up of goods, supplies, or merchandise from any building, residence or business, or the vehicle is used to perform services for any permitted residential or commercial project in that block
- Prohibits any attached or unattached motorized boat, recreational vehicle, camping trailer, or vehicle rated Department of Transportation Class 5 or greater in residential and preservation zoning districts
- Adds the definition of Commercial Vehicle from the PA Motor Vehicle Code and the PennDOT Classification of Commercial Vehicle sheet

- Allows recreational vehicles to be parked at homes to prepare for a trip and providing the Police Chief with the discretion to issue a permit allowing the vehicle to be at the property for longer periods of time

ATTACHMENTS:

PennDOT Commercial Classification Sheet

TRAA VEHICLE IDENTIFICATION GUIDE[®]

CLASS 1 • LIGHT-DUTY • (6,000 lbs. or less GVW - 4 tires)*



CLASS 2 • LIGHT-DUTY • (6,001 - 10,000 lbs. GVW - 4 tires)*



Classes 1 and 2 include passenger vehicles, light trucks, minivans, full size pickups, sport utility vehicles and full size vans.

CLASS 3 • MEDIUM-DUTY • (10,001 - 14,000 lbs. GVW - 6 tires or more)*



CLASS 4 • MEDIUM-DUTY • (14,001 - 16,000 lbs. GVW - 6 tires or more)*



CLASS 5 • MEDIUM-DUTY • (16,001 - 19,500 lbs. GVW - 6 tires or more)*



CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)*



Classes 3 through 6 include a wide range of mid-size vehicles, delivery trucks, utility vehicles, motorhomes, parcel trucks, ambulances, small dump trucks, landscape trucks, flatbed and stake trucks, refrigerated and box trucks, small and medium school and transit busses.

CLASS 7 • HEAVY-DUTY • (26,001 - 33,000 lbs. GVW - 6 tires or more)*



CLASS 8 • HEAVY-DUTY • (33,001 lbs. and over GVW - 10 tires or more)*



Classes 7 and 8 include a wide range of heavy vehicles, large delivery trucks, motor coaches, refuse trucks, cement mixers, all tractor trailer combinations including double trailers.

Information Needed To Correctly Dispatch Towing and Recovery Units:

- Year, Make and Model of Vehicle to be Towed or Recovered
- DOT Classification (Class 1 – 8 based on GVW)
- Location of Vehicle
- Type of Tow (impound, accident, recovery motorist assist, etc.)
- Additional Vehicle Information
 - 2 wheel drive, 4 wheel drive, all wheel drive
 - damage to vehicle, tire condition
 - vehicle loaded or empty
 - cargo contents
 - does the vehicle have a trailer
 - are the keys with the vehicle

Note: Any vehicle may carry hazardous materials. Advise if placarded.

*** Note:** The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed or recovered can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.

Illustrations: © I.I. Publications/Vehicle Identification Guide: ©TRAA

Law enforcement communications with towing and recovery operators describing an incident and the vehicles involved can insure quick and efficient clearing of these scenes and less disruption to traffic flow. In an effort to standardize communications, the towing industry is adopting the federal vehicle class standards as outlined herein.

VIN CODES

The year of the vehicle is critical information for towing operators in order for them to reference correct towing procedures. The diagrams on the front are examples of classifications. The following information about vehicle identification numbers affixed to the chassis will help determine the vehicle's year. As noted, the vehicle's year, identified by a letter or number in the VIN sequence, is the eighth character from the right.

1P8ZA1279SZ215470

EXAMPLE 1995 VIN NUMBER: _____ ↑

1980.....A	1987.....H	1994.....R	2001.....1	2008.....8
1981.....B	1988.....J	1995.....S	2002.....2	2009.....9
1982.....C	1989.....K	1996.....T	2003.....3	2010.....A
1983.....D	1990.....L	1997.....V	2004.....4	2011.....B
1984.....E	1991.....M	1998.....W	2005.....5	2012.....C
1985.....F	1992.....N	1999.....X	2006.....6	
1986.....G	1993.....P	2000.....Y	2007.....7	

TOW TRUCK/CAR CARRIER CLASSIFICATION

<p>LIGHT-DUTY</p> <p>TOW TRUCK</p>  <p>CAR CARRIER</p> 	<p>HEAVY-DUTY</p>  
<p>MEDIUM-DUTY</p> <p>TOW TRUCK</p>  <p>CAR CARRIER</p> 	<p>LOW BOY TRAILER</p> 

Illustrations: © T.T. Publications and Vehicle Identification Guide ©TRAA

E-100-001