



## **Harford County Towing Appeals Board Meeting Minutes**

The Towing Appeals Board met on February 8, 2022, at 9:30am in the DILP Conference room, 1<sup>st</sup> Floor 220 S Main Street Bel Air. The following people were present:

Lt. Mark Fox, Harford County Sheriff's Office  
Roanne Lynch, Representative of DILP  
Harold Boling, Towing Business License Coordinator DILP  
Dave Williams, Citizen Representative  
Wayne Sullivan with Sullivans Garage, Representative of Licensed Towing Company  
Jim Andrews with Andrew's Garage, Representative of Licensed Towing Company  
Mark Pilachowski, Harford County Sheriff's Office  
Rich Truitt, Deputy Director for DILP  
Kathryn Holloway, Towing License Customer Support Analyst DILP

### **I. Call to Order – Roxanne Lynch, DILP Representative**

Appointed members were thanked for serving on the board and reminded that their term is coterminous with County Executive's term in office which will end December 2022.

### **II. Introduction of County Staff**

#### **Richard Truitt – Deputy Director**

Rich reviewed the Board's duties and explained the normal process when actions need to be taken by Dept for any Tow Licensees in violation of Chapter 237 or the County Towing Regulations

#### **Harold Boling – Towing Business License Coordinator**

Harold shared his oversight role in scheduling lot inspections and reviewing the monthly EOC Wrecker Call Out list.

#### **Kathryn Holloway – Towing License Customer Support Analyst**

Kathryn was introduced as the custodian of the current Board's records and schedules as well as the staff member responsible for processing Tower licenses and renewals.

**III. Election of Board Chairperson**

Wayne P Sullivan was nominated and elected by unanimous consensus to serve as the Towing Appeals Board Chair.

**IV. Overview**

Board members were provided copies of the applicable laws, regulations, and fee schedules that govern Harford Tower Licensees. Rich cautioned that DILP has no authority or purview over recovery callouts from the Maryland State Police or any municipal police departments. The Board was also advised that the Department has no control over Trespass Towing practices.

**a. Chapter 237 and other applicable laws**

Towing Businesses Inspections will be completed Quarterly. Expectations all done in the same day.

**b. Adopted Police Initiated Towing Regulations**

Paul Lawder, Director DILP is Hearing Officer all Appeals are heard by Tow Board.

**c. Adopted Fee Schedule**

Last Updated March 31, 2006. Discussion of future Public Hearing to modify the rates.

**V. Board Towing Rotation Review**

Rich provided an excerpt of the monthly EOC wrecker call-out report DILP receives to monitor if licensed towers are responding to call outs in the Tow area they have registered in. A full copy of this month's report will be emailed to Board members so they can become familiar with the report and provide comment.

**VI. Board Policy for Conducting Business**

Board members were asked to review the DRAFT Rules and Regulations of the Board which outlines procedures for the Board to follow. Any suggestions for changes or additional verbiage can be sent to Kathryn or Roxanne. Hopeful to make document approved by consensus before the next scheduled meeting.

**a. Maryland Open Meetings Act Training for Board Members**

All County Boards and Commissions must adhere to the MD Open Meetings Act. Board members were urged to take the online virtual training course offered by the Maryland Attorney General office. Upon completion of the course, a copy of the Certificate of Completion can be sent to Kathryn.

**VII. New Business/ Board and Public Comments**

Discussion focused on the Board thoroughly reviewing the Regulations and Fee Schedule in order to suggest recommendations for changes to be brought up at next meeting. Mr. Sullivan specifically mentioned legislation he is aware of due to his involvement with the Maryland Tower Association, i.e.: House Bills 487 and 198. He also noted that several changes are needed to address heavy duty tow call outs.

**VIII. Next Meeting Announcement / Adjournment**

Kathryn will check to see if the HR Conference Room will be available during the first week of May 2022. Kathryn will work with the Board Chair to create an agenda for the next meeting. All currently licensed towers will receive a notice about the next meeting.

Transcribed by Kathryn Holloway Date: 4/13/22  
Kathryn Holloway

Reviewed by Roxanne Lynch Date: 4/13/22  
Roxanne Lynch