

Unofficial Minutes

Board of Licensing for Towing Services

Date: January 3, 2025

Time: 2:30 PM EST

Location: Virtual via Webex

Board Members in Attendance

1. Mr. Tavon Braxton (Chair), Transportation
2. Lt. Charles James, Police
3. Ms. Carla Nealy, Finance
4. Councilman Antonio Glover, City Council

Board Business

1. Item #1 – Vote to Adopt October 18th Minutes

The Board voted to approve the minutes from the meeting on October 18, 2024. The draft minutes were posted on the Board's website and were shared with Board members for review ahead of the meeting.

a. Action

- i. Motion to vote by Antonio Glover, seconded by Carla Nealy
- ii. Votes – **Passed Unanimously**
 1. Mr. Tavon Braxton - **Yes**
 2. Lt. Charles James, Police - **Yes**
 3. Ms. Carla Nealy, Finance - **Yes**
 4. Councilman Antonio Glover – **Yes**

b. [Meeting Minutes \(Link\)](#)

2. Item #2 – Vote to Adopt December 23rd Minutes

The Board voted to approve the minutes from the meeting on December 23, 2024. The draft minutes were posted on the Board's website and were shared with Board members for review ahead of the meeting.

a. Action

- i. Motion to vote by Antonio Glover, seconded by Charles James
- ii. Votes – **Passed Unanimously**
 1. Mr. Tavon Braxton - **Yes**
 2. Lt. Charles James, Police - **Yes**
 3. Ms. Carla Nealy, Finance - **Yes**
 4. Councilman Antonio Glover – **Yes**

b. [Meeting Minutes \(Link\)](#)

3. Item #3 – Public Discussion on the December 23rd Board Actions

The Board listened to concerns about the trespass towing rates adopted at its December 23rd meeting. The fees took effect upon adoption for the permit year 2025.

a. Adopted Fees

- i. Maximum initial towing fee of \$280.

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- ii. Maximum storage fee of \$50 for the 48 hours after an initial 12-hour grace period and \$15 per subsequent 24-hour period. In other words:
 - 1. \$0 for hours 0-12
 - 2. \$50 for hours 12-60
 - 3. \$15 every 24 hours thereafter
 - iii. Maximum administrative fee of \$70 with the following stipulations:
 - 1. Intended to cover cost of providing notice to vehicle owners, excluding labor and including postage, MVA fees, court postings, etc.
 - 2. Must not exceed costs incurred and copies of receipts must be provided to vehicle owners.
 - 3. May be charged 72 hours after the applicant has made vehicle available for retrieval unless vehicle owner arranges to retrieve vehicle.
 - b. Meeting Recording (Link)
4. Item #4 – Vote to Postpone Decision on Fees Until Vacant Board Positions are Filled
- The Board voted to postpone any further decisions on fees until the Board has representation from the public. The three Board vacancies include a member of the public at large, a member of the trespass towing industry, and a member of the property management industry contracting with trespass towing.
- a. Action
 - i. Motion by Antonio Glover, seconded by Charles James
 - ii. Votes – **Passed Unanimously**
 - 1. Mr. Tavon Braxton - **Yes**
 - 2. Lt. Charles James, Police - **Yes**
 - 3. Ms. Carla Nealy, Finance - **Yes**
 - 4. Councilman Antonio Glover – **Yes**

Summary

The fees adopted at the December 23rd meeting remain in effect as adopted at that time. The Department of Transportation will distribute updated fee schedules to trespass towing applicants reflecting these changes.

Motion to adjourn by Tavon Braxton, seconded by Antonio Glover. Meeting adjourned at 3:20 PM.