RESOLUTION R058-2026
WASHINGTON TOWNSHIP
GLOUCESTER COUNTY

RESOLUTION DESIGNATING AN AMERICANS WITH DISABILITIES ACT COORDINATOR AND ADOPTING GRIEVANCE PROCEDURES PURSUANT TO THE CODE OF FEDERAL REGULATIONS TITLE 28, CHAPTER I, PART 35 SUBPART A, SECTION 35.107

WHEREAS, Washington Township, Gloucester County ("Township") is a municipal corporation of the State of New Jersey; and

WHEREAS, Title II of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (collectively, the "ADA") prohibits discrimination on the basis of disability by public entities; and

WHEREAS, the regulations implementing the ADA are set forth in the Code of Federal Regulations, and more specifically, require that a public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the ADA and the ADA regulations; and

WHEREAS, the ADA Regulations also require that a public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA or the ADA Regulations.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Washington, in the County of Gloucester and State of New Jersey, as follows:

1. The Township's Human Resources Manager is, or his/her designee, is hereby designated as the Township's ADA Coordinator.

2. The ADA Grievance Procedure attached hereto as **Exhibit A** is hereby adopted, and the ADA Coordinator cause the same to be published and made available to the public upon request.

3. The ADA Grievance Procedure shall be reviewed and updated as needed.

This Resolution shall be effective immediately.

TOWNSHIP OF WASHINGTON

By: _____
Peter Del Borrello III, Council President

I, Christine Ciallella, do certify this to be a true copy of Resolution **R058-2026** adopted by the Township of Washington, Gloucester County, at the reorganization meeting held on February 11, 2026 and shall take effect immediately.

By: _____
Christine Ciallella, RMC/CMR
Township Clerk

Members	Motion	Second	Ayes	Nays	Abstain	Absent	Recuse
Yerkes		X	X				
Harris			X				
Pasqualone			X				
Brown	X		X				
Del Borrello			X				

ATTACHMENT "A"

Township of Washington, Gloucester County
Grievance Procedure under
The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Township of Washington. The Township of Washington's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Janine Smiley, Human Resources Manager
ADA Coordinator
Township of Washington, Gloucester County
523 Egg Harbor Road
Sewell, NJ 08080
(856) 589-0520, Ext. 2211

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Township of Washington and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Township Administrator or his/her designee.

Within 15 calendar days after receipt of the appeal, the Township Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Township Administrator or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Township Administrator or his/her designee, and responses from these two offices will be retained by the Township of Washington for at least three years.