

# **Town of Monroeville**

## **ADA Transition Plan**

**Updated August 2022**

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## **Statement/Mission**

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). The Town of Monroeville, Indiana recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a transition plan to ensure compliance of this federal law, rules and regulations. Therefore Monroeville will identify barriers that exist and state how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of Monroeville are provided full access to the Monroeville programs, services and activities in a timely manner. The Monroeville elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life Monroeville residents seek to enjoy and to effective governance. Title II of the ADA requires that each of the Monroeville services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

## **Non-Discrimination Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Monroeville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities (*Appendix A*).

**Employment:** Monroeville does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** Monroeville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Monroeville programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Monroeville will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcome in Monroeville offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroeville, should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Monroeville to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Monroeville is not accessible to persons with disabilities should be directed to the of ADA Coordinator.

Monroeville will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### **Designation of an ADA Coordinator**

Pursuant to Resolution 2021-7 adopted on the 6<sup>th</sup> day of October, 2021, by the Town of Monroeville the position of ADA Coordinator for the Town of Monroeville was created (*Appendix B*). The following individual was appointed to serve in such capacity:

**Dan Reinhart**

Dan Reinhart holds such position concurrently with his appointment as the Water and Sewage Superintendent and is responsible for overseeing compliance with the ADA.

Dan Reinhart  
101 S Water Street  
Monroeville, IN 46773  
260.557.8201  
[dreinhar08@hotmail.com](mailto:dreinhar08@hotmail.com)

**Town of Monroeville, Indiana  
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 Town of Monroeville. The Town of Monroeville 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:

Dan Reinhart  
101 S Water Street  
Monroeville, IN 46773  
260.557.8201  
[dreinhar08@hotmail.com](mailto:dreinhar08@hotmail.com)

Within 15 calendar days after receipt of the complaint, Dan Reinhart or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting Dan Reinhart

or 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 Town of Monroeville and offer options for substantive resolution of the complaint.

If the response by Dan Reinhart or 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 Town Council or designee.

Within 15 calendar days after receipt of the appeal, the Town Council or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Council or 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 Dan Reinhart or designee, appeals to the Town Council or designee, and responses from these two offices will be retained by the Town of Monroeville for at least three years (*Appendix C*).

### **Design Standards-Sidewalks**

***Sidewalks:*** Sidewalk curbs constructed as part of planned development, sidewalk curbs replaced by or for the Town of Monroeville, or sidewalk curbs replaced by or for a property owner through a Town of Monroeville match funding program shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

***Buildings:*** Any Town of Monroeville owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

## **Public Involvement Opportunities**

The general public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator.

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Monroeville, IN 46773  
260.557.8201  
[dreinhar08@hotmail.com](mailto:dreinhar08@hotmail.com)

The Monroeville Transition Plan will be available on the website. The Transition Plan will also be available in the Monroeville Town Office for viewing. Anyone that would like to comment on the Transition Plan can submit their comments in this office or can contact the ADA Coordinator.

## **Inventory**

***Sidewalks:*** In an effort to remove barriers to streets and sidewalks, the Town of Monroeville has inventoried all curbs and sidewalks within the Monroeville's jurisdiction. The inventory procedure is intended to identify a comprehensive list or inventory of all curbs and sidewalks in the Monroeville jurisdiction that are not ADA compliant. This is composed of an effort to both fully inventory all of the infrastructure that is present and then to identify those items in the system which are not compliant with ADA requirements.

The Town of Monroeville has developed its inventory of the existing system in four steps:

### **Step 1: Aerial Maps**

Aerial maps of Monroeville were used to map the locations on the system that include sidewalks and/or curbs. In addition, Monroeville staff assisted in this process to assure sidewalks and curbs were not missed.

## Step 2: Field Evaluation and Inventory

Once the system of sidewalks and curbs had been mapped, a field investigation of each was completed to measure and/or evaluate the following characteristics of each segment of sidewalk and curb.

The following attributes were to be evaluated for sidewalks and ramps.

- Measured width
- Cross slope observation (2% maximum)
- Heaving
- Continuity
- Joint condition
- Ramp width
- Ramp slope
- Ramp turning space
- Ramp clear space
- Detectable warnings

The above items were considered and a summary “Condition Rating” was given as follows:

- A – ADA Compliant, no concerns (green)
- B – Minor problem noted, but no immediate needs (orange)
- C – One major problem or multiple minor problems, needs some attention (yellow)
- D – Multiple major problems, possibly impassible for wheelchairs (pink)
- F – Broken, impassable by wheelchairs, difficult for pedestrians (red)

Examples of sidewalk and curb ramp ratings are provided in (*Appendix D*).

## Step 3: Preparation of a Map of Compliant and Non-Compliant features

A map will be produced that identifies all the sidewalks and ramps and their rating.

## Step 4: Update of the Inventory

An update of the inventory is still ongoing (originally collected and evaluated in 2012). The updated inventory will be added to the GIS system. Having the inventory on the GIS system will make it easier to update and evaluate each year. The Staff will continue to update the inventory with any sidewalks and



curb ramps that have been improved or added to the system. This will provide a comprehensive list of the needs that exist in the system.

### **Funding & Scheduling**

The Town of Monroeville each year will continue to repair, modify or reconstruct sidewalk and curb ramps. Monroeville has also been adding new sidewalks and curb ramps to the overall inventory to continue to make the Town more accessible to all.

### **Review & Evaluation**

Each year the Town will review the efforts put forth the previous year to comply with the ADA and the implementation of the Transition Plan. An update to the Transition Plan will be done following the review. This shall include any adjustment to the number of sidewalks and ramps that are non-compliant, any changes to funding sources and changes to the schedule, if needed. The Town Council and ADA Coordinator shall review the prioritization of repairs, modifications or replacement of sidewalks and curbs for the upcoming year. A list of the previous year's accomplishments can be found in *Appendix E*.

The review and evaluation will continue each year until all sidewalks and ramps are ADA compliant and the Transition Plan is completed.

# **Appendix A**

# Non-discrimination Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Monroeville will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

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# **Appendix B**

**RESOLUTION 2021- 7**  
A Resolution of the Town of Monroeville, Indiana  
Adopting the Americans with Disabilities Act (ADA)  
ADA Coordinator and Procedures

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

**WHEREAS**, in compliance with Title II of the ADA the Town of Monroeville shall name an ADA Coordinator; and

**WHEREAS**, in compliance with Title II of the ADA the Town of Monroeville shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

**WHEREAS**, in compliance with Title II of the ADA the Town of Monroeville shall publish notice to the public regarding the ADA;

**WHEREAS**, in compliance with Title II of the ADA the Town of Monroeville shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

**NOW, THEREFORE, BE IT RESOLVED** by the **Town Council of Monroeville, Indiana:**

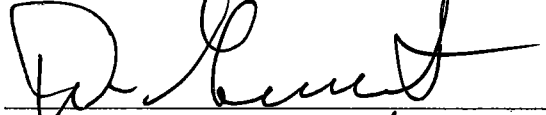
Daniel Reinhart, of the Council's Office, is designated as the ADA Coordinator for the Town of Monroeville.

The Town of Monroeville ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Town of Monroeville.

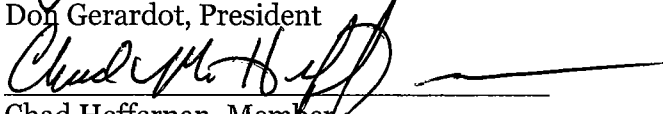
In compliance with Federal and State laws as set forth above, the Town Council resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and Town of Monroeville Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

**PASSED, APPROVED AND ADOPTED** this 6 day of October, 2021.

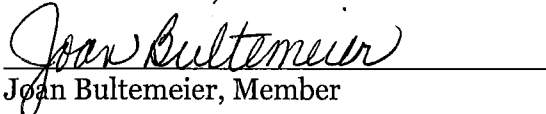
Town Council:



Don Gerardot, President



Chad Heffernan, Member



Joan Bultemeier, Member

# **Appendix C**

# **Grievance Procedure under The Americans with Disabilities Act Town of Monroeville, Indiana**

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 Town of Monroeville. The Town of Monroeville's Personnel Policy governs employment-related complaints of disability discrimination.

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# **Appendix D**



## Examples of Sidewalk Grade Ratings



Grade A – Complies with all standards.



Grade B – Minor Deficiency:  
For instance, the sidewalk shown here  
has a cross slope greater than 2%.



Grade C – Major Deficiency: For instance, the sidewalk shown here is too narrow and has joint displacements making it complicated to navigate by wheelchair, though still passable for someone walking.



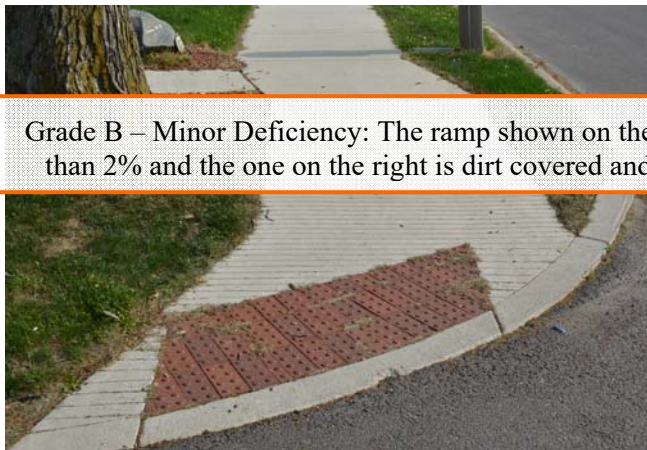
Grade D – Multiple Major Deficiencies: For instance, the sidewalks shown here are too narrow, they have joint displacements, rough/cracked surfaces, and gaps making it likely impassable by wheelchair, though a fit walker could still navigate the sidewalk.



Grade F – Not present, broken, and/or impassable.



## Examples of Curb Ramp Grade Ratings



Grade B – Minor Deficiency: The ramp shown on the left has a cross slope greater than 2% and the one on the right is dirt covered and has no detectable warning.



Grade C – Major Deficiency: The ramp shown here is too narrow, doesn't have a detectable warning, and has a joint displacement.

Grade D – Multiple Major Deficiencies: The ramps shown here are too narrow, they have joint displacements, bad cross slopes, and no detectable warnings.



Grade F – Not present, broken, and/or impassable.



# **Appendix E**

# Monroeville

## Sidewalks - improved or installed 2019-2022

#	Street	St A	St B	N,S,E,W	LF	Cost
1	Barnhart St	Main St	Indiana St	S	425	\$2,125
2	Barnhart St	Indiana St	Lincoln St	S	480	\$2,400
3	Barnhart St	Indiana St	Lincoln St	N	275	\$1,375
4	Barnhart St	Lincoln St	Washington St	N	570	\$2,850
5	West St	Webster St	South St	W	60	\$300
6	Webster St	Washington St	West St	N	95	\$475
7	Webster St	West St	Short St	N	245	\$1,225
8	Webster St	Short St	Allen St	N	335	\$1,675
9	Webster St	Washington St	Central St	S	145	\$725
10	Webster St	Central St	Prospect Ave	S	70	\$350
11	Short St	Webster St	South St	W	60	\$300
12	Allen St	Webster St	South St	W	200	\$1,000
13	Oak St	Mulberry St	Summit St	S	175	\$875
14	Summit St	Oak St	South St	E	105	\$525
15	Summit St	Oak St	South St	W	40	\$200
16	Summit St	Oak St	Forest St	W	70	\$350
17	Monroe St	Forest St	Elm St	W	260	\$1,300
18	Monroe St	Alliger St	Elm St	E	185	\$925
19	Forest St	Monroe St	Summit St	S	135	\$675
20	Elm St	Mill St	Water St	S	200	\$1,000
21	Mill St	Elm St	McDonald St	E	100	\$500
22	Pasada Dr	McArdle Rd	cul-de-sac	S	50	\$250
<b>Total</b>					<b>4,280</b>	<b>\$21,400</b>

# Monroeville

## Curb Ramps - improved or installed 2019-2022

#	Intersection	# ramps	Cost
1	Indiana and Barnhart	3	\$9,000
2	Lincoln and Barnhart	2	\$6,000
3	Washington and Barnhart	1	\$3,000
4	West and Webster	2	\$6,000
5	Short and Webster	2	\$6,000
6	Forest and Monroe	4	\$12,000
7	Elm and Monroe	1	\$3,000
8	Forest and Summit	2	\$6,000
9	Oak and Summit	2	\$6,000
10	Forest and Mulberry	4	\$12,000
11	Pasada and Washington	1	\$3,000
<b>Total</b>		<b>24</b>	<b>\$72,000</b>