

# Aboite Civil Township

## ADA Transition Plan

December 8, 2023

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## **Statement/Mission**

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). Aboite Civil Township 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, Aboite Civil Township 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 Aboite Civil Township are provided full access to the Aboite Township programs, services and activities in a timely manner. Aboite Township elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life residents seek to enjoy and to effective governance. Title II of the ADA requires that each of Aboite Civil Township's 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"), Aboite Civil Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Aboite Civil Township 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:** Aboite Civil Township will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Aboite Civil Township 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:** Aboite Civil Township 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 Aboite Civil Township 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 Aboite Civil Township, should contact Chris Perez at 260-432-0970 or [cperez@aboitetwp.com](mailto:cperez@aboitetwp.com) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Aboite Civil Township 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 Aboite Civil Township is not accessible to persons with disabilities should be directed to Chris Perez at 260-432-0970 or [cperez@aboitetwp.com](mailto:cperez@aboitetwp.com).

Aboite Civil Township 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 2023-0912 adopted on the 12<sup>th</sup> day of September, 2023, by the Aboite Civil Township Advisory Board the position of ADA Coordinator for the Aboite Civil Township was created. The following individual was appointed to serve in such capacity:

**Christina Perez**  
**ADA Coordinator**

Christina Perez holds such position concurrently with her position as the Deputy Trustee in the Aboite Township Trustee's office and is responsible for overseeing compliance with the ADA.

Christina Perez  
11321 Aboite Center Road  
Fort Wayne, IN 46814  
260-432-0970  
cperez@aboitetwp.com

**Aboite Civil Township,  
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 Aboite Civil Township. The Aboite Civil Township 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:

Christina Perez  
11321 Aboite Center Road  
Fort Wayne, IN 46814  
260-432-0970  
cperez@aboitetwp.com

Within 15 calendar days after receipt of the complaint, Christina Perez or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting Christina Perez or 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 Aboite Civil Township and offer options for substantive resolution of the complaint.

If the response by Christina Perez or 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 Aboite Township Trustee.

Within 15 calendar days after receipt of the appeal the Aboite Township Trustee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Aboite Township Trustee 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 Christina Perez or her designee, appeals to the Aboite Township Trustee, and responses from these two offices will be retained by the Aboite Civil Township for at least three years.

### **Design Standards-Buildings**

***Buildings:*** Any Aboite Township 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.

Christina Perez  
11321 Aboite Center Road  
Fort Wayne, IN 46814  
260-432-0970  
[cperez@aboitetwp.com](mailto:cperez@aboitetwp.com)

The Aboite Civil Township Transition Plan is available on the website. The Transition Plan will also be available at the Aboite Civil Township office for viewing, at 11321 Aboite Center Road, Fort Wayne.

Anyone that would like to comment on the Transition Plan can submit their comments in these offices or can contact the ADA Coordinator.

## **Inventory**

Aboite Civil Township has developed an inventory of its existing facilities:

Aboite Civil Township owns a limited number of properties. These facilities are as follows:

- 1) **Aboite Civil Township Trustee's Office & Fire Station #1**, 11321 Aboite Center Rd
- 2) **Van Hoozen Park**, 11321 Aboite Center Rd
- 3) **Indian Trails Park**, 10313 Aboite Center Rd
- 4) **Aboite Township Fire Station #2**, 4233 Coventry Lane

A self-evaluation/assessment of each of the Aboite Township physical facilities was conducted in the summer of 2023. The ADAAG standards were used to evaluate and collect the data on the buildings. The data that was collected is in the Transition Plan.

## **Funding & Scheduling**

Aboite Civil Township will use the Recreation Fund to repair, modify or reconstruct Township facilities. Aboite Civil Township intends to spend \$10,000 annually to repair, modify or reconstruct amenities to meet current ADA standards.

## **Review & Evaluation**

In January of each year the Township Advisory Board will meet with the ADA Coordinator to review the Aboite Civil Township efforts put forth the previous year to comply with the ADA and the implementation of the Transition Plan. At this time an update to the Transition Plan will be done. This shall include any adjustment to the number of amenities that are non-compliant, any changes to funding sources and changes to the schedule, if needed. The Township Advisory Board and ADA Coordinator shall review the prioritization of repairs, modifications or replacement of amenities for the upcoming year. At this time they will also determine the

number of amenities that can be brought into compliance with ADA standards (if different than previously stated in Transition Plan).

The review and evaluation will continue each January until all amenities are ADA compliant and the Transition Plan is completed.



# Appendix A

Indian Trails Park

## Indian Trails Park

PARK AMENITY	ADA FIRM/STABLE ROUTE (Yes/No)	Barrier	Corrective Action
East parking lot	no	grass between lot and trail	construct paved path between parking lot and trail
East port-a-john	no	gravel surround; not ADA accessible	construct paved path between parking lot and port-a-john
Playground Area			
Toddler Area	no	wood chipped, large step down from path to enter; no ramps to access play structure	construct ramps from main path down to firmer paths leading to each of the play structures
Swings	no	wood chipped, large step down from path to enter	
Big kid area	no	wood chipped, large step down from path to enter; no ramps to access play structure	
Water fountain	no	small grass patch between trail and fountain; not wheelchair accessible	pave small grass space between trail and fountain
Bike Racks	no	small grass patch between racks and trail	pave small grass space between trail and racks
Big Pavilion 10 picnic tables	yes	no wheelchair spots on tables	add ADA picnic tables (~\$1000/each)

Picnic table area between pavilion and playground	yes	narrow paths; one ADA picnic table	add more ADA picnic tables
Restroom building - womens			
Accessible path	yes		
Restroom building - mens			
Accessible path	yes		
Band pavilion picnic tables		no wheelchair spots	add ADA picnic tables
Amphitheater	no	grass area	
Seating boulders	no	grass area	construct paved path from parking lot to amphitheater seating area
Sand volleyball	no	grass area	construct paved path from parking lot to volleyball courts
Baseball Fields	no	grass areas, gravel	Construct paved pathways to all baseball field amenities
Bleachers	no	grass areas, gravel	
Dugouts	no	grass areas, gravel	
Score Buildings	no	grass areas, gravel	
Batting Cages	no	grass areas, gravel	
Center Baseball Pavilion	no	grass surround; 4" step up to concrete	construct pathway to pavilion and ramp up to concrete pavilion floor; ADA table
Baseball Pavilion by Diamonds #16 & #17	no	grass surround; 4" step up to concrete	construct pathway to pavilion and ramp up to concrete pavilion floor; ADA table
Nature Trail	no	grass surround to entrance; packed wood chipped trail within woods	construct pathway to trail entrance

## Van Hoozen Park

PARK AMENITY	ADA FIRM/STABLE ROUTE (Yes/No)	Barrier	Corrective Action
Pavilion	no	grass, approximate 6" step up to concrete	construct pathway and ramp up to pavilion
Picnic Tables	no	no path, step up to pavilion; no wheelchair seating at tables	add wheelchair accessible tables
Playground	no	surrounded by grass, no solid path to access; must step over railroad ties; gravel base on playground area	construct pathway and ramp up to play area
Play components	no	no ADA accessible components	add ADA play features
Grass Sports Fields	no	no paved path, all grass	construct pathways to fields
Bleachers at Grass Fields	no	no paved path, all grass	construct pathway to bleachers
Accessible route - ball diamonds #11 and #12	yes	paved accessible route from HHS parking; some rough patches; incline	smooth out incline and rough spots on path
Bleachers at Diamond #11	yes	rough pavement, with incline, then gravel surrounding bleachers	smooth out incline and rough spots on path; pave around bleachers
Dugouts at Diamond #11	yes	rough pavement, with incline, then gravel at entrance; narrow entry points, step up to concrete	smooth out path, pave entrance, widen entrance to make accessible
Bleachers at Diamond #12	yes	rough pavement, with incline, then gravel surrounding bleachers	smooth out incline and rough spots on path; pave around bleachers

Dugouts at Diamond #12	no	gravel surround; narrow fence openings; step up to concrete	smooth out path, pave entrance, widen entrance to make accessible
Score Building at Diamonds #11 and #12	no	gravel surround	pave from path to building entrance

# Appendix B

# ADA GRIEVANCE PROCEDURE - ABOITE CIVIL TOWNSHIP

## GRIEVANCE FORM

<b>COMPLAINANT INFORMATION:</b>	
Name:	
Address:	
Daytime Phone:	
Email:	
<b>LOCATION INFORMATION</b>	
Address (If Known):	
Location Description:	
<b>NATURE OF GRIEVANCE</b>	
Playground Equipment:	
Sports Field Access:	
Building Access:	
Other:	
Describe the Grievance/Complaint/Problem:	
Date of Incident, If Applicable:	
<b>FOR LOCAL/ADA COORDINATOR USE ONLY</b>	
Township Representative Preparing the Form if not by Complainant and Date Complaint Received:	
Date Received by Township, If Appl.:	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by Township Board:	
Date First on Township Board Agenda:	
Date Township Board Decision:	
Date Board Decision Mailed:	



# Appendix C

**RESOLUTION 2023-0912**

**A Resolution of the Township of Aboite, Allen County, 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 Township of Aboite shall name an ADA Coordinator; and

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

**WHEREAS**, in compliance with Title II of the ADA the Township of Aboite 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 **Township Board of Aboite, Allen County, Indiana:**

Christina Perez, is designated as the ADA Coordinator for the Township of Aboite.

The Township of Aboite 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 Township of Aboite.

In compliance with Federal and State laws as set forth above, the Township Board resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and Township of Aboite 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 1st day of September 12, 2023.

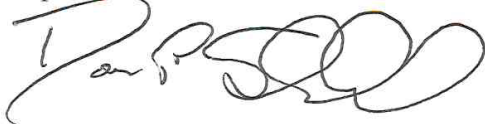
Township Board:

*Sott Myers*      *Sott Myers*

printed name

*Douglas P. Schantel*

printed name



printed name

printed name