

Clark,Michelle

From: ASK NJ Media Co. <opra+request-5454-bf87ed6d@requests.opramachine.com>
Sent: Monday, May 20, 2019 12:04 PM
To: Clerk
Subject: OPRA request - Americans With Disabilities Act

Dear Atlantic Highlands Borough,

The records that I am requesting are as follows:

Please provide in PDF form.

Under the Americans with Disabilities Act of 1990 (42 U.S. C. 12131) a public entity shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Act. Please provide the name, office address, and telephone number of the employee that has been designated by your municipality under this requirement.

In addition, a public entity shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Act.

Yours faithfully,

ASK NJ Media Co.

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-5454-bf87ed6d@requests.opramachine.com

Is clerk@ahnj.com the wrong address for OPRA requests to Atlantic Highlands Borough? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=atlantic_highlands_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:
https://opramachine.com/request/americans_with_disabilities_act_6

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.



BOROUGH OF ATLANTIC HIGHLANDS

100 FIRST AVENUE
ATLANTIC HIGHLANDS, NJ 07716
732-291-1444 FAX 291-9725
WWW.AHNJ.COM CLERK@AHNJ.COM

MICHELLE CLARK, MUNICIPAL CLERK

Ask NJ Media Co.

In response to your OPRA Request of May 20, 2019 the designated employee for the Borough of Atlantic Highlands who is responsible to comply and carry out the responsibilities under the Americans with Disabilities Act of 1990 is :

**Adam Hubeny
Borough Administrator
100 First Avenue
Atlantic Highlands, NJ 07716**

732-291-1444 ext 3101



BOROUGH OF ATLANTIC HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 140-2018

Adopting Personnel Policies, Procedures and Handbook

WHEREAS, it is the policy of the Borough of Atlantic Highlands to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Borough of Atlantic Highlands has determined that there is a need to update the Personnel Policies, Procedures and Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Borough of Atlantic Highlands that the Personnel Policies, Procedures and Handbook Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these Personnel Policies, Procedures and Handbook shall apply to all Borough of Atlantic Highlands officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough of Atlantic Highlands employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Atlantic Highlands.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Atlantic Highlands shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Municipal Clerk and Borough Attorney shall assist the Borough Administrator in the implementation of the policies and procedures in this manual.

Motion: Approve Resolution, **Moved by** Councilman Dellosso; **Seconded by** Councilman Fligor

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 6).

Yes: Councilman Boracchia, Councilman Crowley, Councilman Dellosso, Councilman Fligor, Councilwoman Hohenleitner, Councilman Lero

No: None

Abstain: None

Absent: None

I, Michelle Clark, Acting Municipal Clerk of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Regular Meeting, held September 26, 2018. WITNESS my hand this 27th day of September 2018.

Michelle Clark
Acting Municipal Clerk

