

*Town Clerk
Copy*

SELF-EVALUATION PLAN

FOR COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT

TOWN OF BETHLEHEM
ALBANY COUNTY-NEW YORK

PREPARED BY THE
AMERICANS WITH DISABILITIES ACT COMMITTEE

Adopted April 14, 1993

TABLE OF CONTENTS

	PAGE #
INTRODUCTION	
SECTION I	
ADA Committee members	1
The Committee's Work	2
Acknowledgements	3
SECTION II	
Facility Accessibility	
A. Transitional Plan for structural changes or other physical modifications to existing facilities	4
Town Hall offices	5-11
Justice offices/Courtroom/Police Dept.	12-15
Elm Avenue Park	16-35
Henry Hudson Park	36-40
South Bethlehem Park	41-44
Highway Garage	45-47
Museum	48-50
Sewer Treatment Plant	51
Water Treatment Plant	52
Water Garage (Kenwood Avenue)	53
Adams Street Garage	54
Bethlehem Archeological Building	55
Landfill	56
Fire Training Grounds	57
Crosswalks (Kenwood Avenue)	58
B. Design & Construction of new facilities	59
SECTION III	
Program Accessibility	60
Record of Deficiencies and non-structural solutions	
Mobility	61-63
Visual	64
Hearing	65
Developmental	66
Psychological	66,67
Alcohol/Drug related	67

SECTION IV

Communication Policy

68-70

SECTION V

Employment Policy

71-75

SECTION VI

Grievance Procedure and Designated
employee

76-79

INTRODUCTION

The Americans with Disabilities Act (ADA) was signed into law by President Bush on July 26, 1990. This law establishes a federal prohibition of discrimination against persons with disabilities in employment and ensures equal access for persons with disabilities to public accommodations, public services, transportation and telecommunications.

Many of the concepts contained in the Americans with Disabilities Act have their origin in the Rehabilitation Act of 1973. Despite its importance, the Rehabilitation Act of 1973 is a law of limited scope. The statute prohibits discrimination only by:

- Federal Agencies,
- Entities that have contracts with the federal government;
and
- Recipients of federal financial assistance.

Until the ADA, no federal law prohibited discrimination by the following:

- State and local government agencies that do not receive federal aid;
- Places of public accommodation; or
- Employer's in the private sector.

The ADA protects individuals with disabilities, which include a wide range of physical and mental impairments. Generally, these impairments substantially restrict a person's ability to engage in an important life activity including, but not limited to, walking, seeing, hearing, speaking, breathing, learning, caring for one's self, performing manual tasks and working. It also protects individuals with a history of a disability, individuals who look or act differently, and individuals who have an association with someone who is disabled. The ADA requires that reasonable accommodations be made for those with disabilities.

The law requires the Town of Bethlehem and all state and local governments, to comply with the law and complete a self evaluation of employment practices, programs and services, facilities, and communication methods.

SECTION I

**AMERICANS WITH DISABILITIES ACT
COMMITTEE MEMBERS**

David Austin-Chairperson
Peter Crowley
Karen Pellettier
John Flanigan
Mark Becker
Bernard Kaplowitz
Nan Hinman

THE COMMITTEE'S WORK

In May of 1992, Supervisor Ringler appointed a committee composed of Town department heads and employees (most affected by the ADA), the Town attorney, and a Town resident who is disabled and very knowledgeable about the ADA and accommodations for the disabled.

The committee's overall objective was to develop a self-evaluation plan for the Town. This was accomplished by examining the Town's current facilities, employment practices, programs and services, and the ways in which the Town communicates with the public. During this process the committee received input from Town department heads, facility managers, outside agencies who serve the disabled and suppliers of equipment for the disabled. Department heads were given the contents of this report and were given an opportunity to comment or recommend changes, which were discussed by the committee.

The committee has made recommendations which, it feels, provide the most reasonable accommodations for the disabled. Factors that were considered were cost, practicality, the number of disabled individuals who will benefit, and the Town's ability and resources available to be able to provide the accommodation.

In January of 1993, this plan was submitted to the Bethlehem Town Board with their review. The Board, wishing to receive input from the community, conducted a public comment meeting on March 10, 1993.

On April 14, 1993 the Bethlehem Town Board adopted this plan.

ACKNOWLEDGEMENTS

The Town of Bethlehem and the ADA Committee would like to thank the following agencies for their assistance in preparing this report:

New York State Office of Advocate for the Disabled

New York State Office of Parks, Recreation & Historic Preservation

New York State Facilities Developmental Office

New York State Office for the Aging

United States Department of the Interior

United States Equal Employment Opportunity Commission

United States Department of Justice-Office of the Attorney General

Association of Towns

The Center for Independence

The Center for the Disabled

Westchester Institute for Human Development

Northeastern Association of the Blind

Eleanor Roosevelt Developmental Services

SECTION II

**TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER MODIFICATIONS TO EXISTING FACILITIES**

The ADA requires that reasonable alterations to existing facilities will be undertaken by the Town of Bethlehem to achieve accessibility. The term "structural changes" includes all physical changes to a facility, not merely changes to structural features. The term facility means all or any portion of buildings, structures, sites, complexes, equipment, roads, walks, passageways, and parking lots or other real or personal property. It includes both indoor and outdoor areas.

The transitional plan identifies physical obstacles that limit accessibility, describes what needs to be accomplished to make the facilities accessible, specifies the schedule for taking the steps necessary to achieve accessibility, and indicates who is responsible for implementation. Modifications were not recommended if they were deemed unreasonable by creating an undue financial or administrative burden or by altering the nature of a service, program, or activity in that facility. Modifications will be in conformance with the guidelines for buildings and facilities set forth in the Americans with Disabilities Act.

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall-first floor

FACILITY: Hallway and office reception areas

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. The Auditorium door near the lift is usually left open. This door should remain closed because it protrudes a great distance into the hallway, and is a potential obstacle for the visually impaired.
2. Service counters at Town Clerk and Tax Office are too high. Door is open in the Town Clerk's office to provide a lower writing surface in the office. Install a small section of counter on the outside wall of the Tax office.
3. Install lights on alarms.
4. Office doors have knobs which require twisting of the wrist. Leave the office doors open during office hours.
5. Request from New York Telephone that they install an accessible public phone.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Telephone-ADA Committee
Door & Counter-Town Hall Maintenance Personnel and Senior Svc. Office
Alarms-Public Works Department

COMPLETION DATE OF ALTERATIONS:

Telephone-as soon as possible in 1993
Auditorium door and counter-1993
Alarms-1993-1995 (as budget allows)

APPROXIMATE COSTS OF THE ALTERATIONS:

Alarm lights-\$1,000

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall

FACILITY: Second floor alarm system

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Lights need to be added to alarms.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Public Works

COMPLETION DATE OF ALTERATIONS:

1994-1995

APPROXIMATE COSTS OF THE ALTERATIONS:

\$1,000

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall

FACILITY: Restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

First floor men's room-Lower towel rack

Second floor restrooms-with the exception of new faucets, the following modifications must be made once the second floor is made accessible from the first floor.

1. Make one stall accessible in each room.
2. Remove front edge of vanity to allow sufficient clearance under sinks.
3. Lower towel racks.
4. Install non-twisting faucets on one sink in each room.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Town Hall Maintenance personnel

COMPLETION DATE OF ALTERATIONS:

Faucets-1993
Remainder 1994-1995

APPROXIMATE COSTS OF THE ALTERATIONS:

Faucets-\$170
Partition modifications-\$300

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall

FACILITY:

The second floor- This floor is not accessible from the first floor for those with walking disabilities and for those in wheelchairs.

METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESSIBLE:

The ADA Committee recommends one of the following options:

1. Install a stair lift on the East stairway- the lift follows a fixed rail and the lift platform folds up along the wall at the top and bottom of the stairway when not in use.(max. load 450 lbs.)
2. Proceed with the proposed Town Hall addition which includes an elevator.

Also, stairway handrails do not extend at least one tread width beyond the bottom riser and do not continue beyond top stair at least 12". Extensions need to be installed.

* Note: The ADA Committee looked into the possibility of installing a small (2 person) elevator in the present space at Town Hall. The Commissioner of Public Works does not recommend this option because major structural steel work would be involved in the ceiling and floor areas.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Stairlift or addition - Public works Department
Handrail extensions- Town Hall Maintenance staff

COMPLETION DATE OF ALTERATIONS:

Stairlift or addition: 1994 or 1995
Handrail extensions: as soon as possible in 1993

APPROXIMATE COSTS OF THE ALTERATIONS:

Stairlift: \$ 40,000
Addition including elevator: \$ 400,000
Handrail extensions: \$100

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall

FACILITY: Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Parking spaces on the East wall of Town Hall and in the rear lot do not have access aisles adjacent to them at the correct width. Lines on the pavement must be redone to accomodate four access aisles along East wall and 3 access aisles in the rear lot. Spaces do not have to be eliminated because spaces are presently wider than what is required. Adjust signs accordingly. Three parking spaces will be added adjacent to the fence along Borthwick Avenue.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Town Hall Maintenance personnel

COMPLETION DATE OF ALTERATIONS: ..

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$100

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall

FACILITY: Accessible Entranceway

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Present ramp and large step have sides that drop off (no handrails). Remove small wooden ramp and slope all sides with blacktop.
2. Install signage at entranceway and at the lift-Install signage at all other Town Hall entranceways, directing the disabled to this entrance.
3. Designate this area as a passenger loading zone. Line the pavement and install signs.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

1. Blacktop work-Bethlehem Highway Department
2. Signage-Town Hall Maintenance personnel
3. Passenger Loading Zone-Town Hall Maintenance personnel

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$195

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Town Hall

FACILITY: Employee Smoking Lounge

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

This area is not accessible and cannot be made accessible because of the stairway and the small size of the room. A disabled employee in a wheelchair who smokes would be required to smoke outside which is discriminatory. The Town will look into moving this lounge to an accessible location. If a new location is not found in 1993, the ADA committee recommends the lounge be closed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Supervisor's Office

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

None

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Justice offices & Courtroom & Police Department

FACILITY: Entrance

METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESSIBLE:

Due to the stairway and the sidewalk the route to these areas is not accessible.

- 1-Install signage directing the disabled to the accessible entrance at Town Hall.
- 2-Install a video camera and an outside bell at the accessible entrance, connected to the dispatcher's office. The dispatcher will be able to see a disabled individual at this entranceway. There will always be someone available in the police department to assist a disabled individual, if necessary. This accessible entrance should be cleared and maintained at all times during adverse weather periods. There should also be a small overhang at this entrance.
- 3-Stairway handrail needs to be extended.
- 4-The counter and window for the Justice Department are too high. A table will be placed in the hallway to provide a lower writing surface.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Video camera and bell-Public Works Department
Handrail extensions, signs, overhang and table-Town Hall Maintenance Staff

COMPLETION DATE OF ALTERATIONS:

Signs, table, handrail extensions-1993
Camera, bell, overhang at accessible entrance-1994-1995

APPROXIMATE COSTS OF THE ALTERATIONS:

\$2,000

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Justice Department offices & Courtroom and Police Department

FACILITY: Restrooms in lobby area

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Install wider doors (present doors are too narrow).
2. Remove partitions inside restrooms. Install grab bars near toilets.
3. Install non-twisting hardware on the doors with inside locks.
4. Install non-twisting faucets on the sinks.
5. Lower towel dispensers.
6. Insulate hot water and drain pipes under sinks.
7. Lower mirrors.

(Also, install grab bars in Justice Department employee bathroom)

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Town Hall Maintenance personnel

COMPLETION DATE OF ALTERATIONS:

as soon as possible in 1993

APPROXIMATE COSTS OF THE ALTERATIONS:

Approximately \$800

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Police Department

FACILITY: Employee Lounge

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Remove door which is not used.

Remove some furniture or rearrange furniture so there is
adequate turning space for someone in a wheelchair.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Police Department

COMPLETION DATE OF ALTERATIONS:

Immediately

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Police Department

FACILITY: Restroom

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Remove knob on the door and install non-twisting hardware.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Town Hall Maintenance personnel

COMPLETION DATE OF ALTERATIONS:

As soon as possible in 1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$50

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Large Pavilion parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Four spaces for the disabled need to be added with appropriate signage and markings.

A passenger loading zone will be added with appropriate signage and markings.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Staff

COMPLETION DATE OF ALTERATIONS:

As soon as possible in 1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$100

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Large pavilion

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Construct a 36" wide path connecting the parking area and the pavilion floor.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department Staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$100

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Large pavilion restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Pavilion floor must be built up even with the door thresholds.
2. One stall in each room needs to be widened-in men's room the partition can be moved over. In the women's room a toilet must be removed and partitions moved.
3. Install non-twisting faucets on sinks and insulate hot water and drain pipes.
4. Proper signs must be installed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$420

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Warming Area restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Install wider entrance doors with accessible handles.
2. Remove one toilet in each room to widen the accessible stalls. Reconstruct partitions.
3. Purchase new grab bars and install at proper height and distance from the toilets.
4. Install one accessible sink with non-twisting faucets in each room.
5. Insulate hot water and drain pipes under sinks.
6. Lower mirrors.
7. Install proper signage.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1994 or 1995

APPROXIMATE COSTS OF THE ALTERATIONS:

\$1,260

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Observation Area Public Telephone

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. An accessible telephone is needed. The present telephones are too high and do not have a volume control.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff will request one accessible telephone in this area.

COMPLETION DATE OF ALTERATIONS:

As soon as possible

APPROXIMATE COSTS OF THE ALTERATIONS:

0

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Office Entrance Doors and accessible route

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Install one new exterior door that is accessible.
2. Sidewalk needs to be built up to meet the door threshold. Sidewalk also must be made level at this entranceway.
3. Install signage at this entranceway.
4. Keep inside office door open during office hours because reception window and counter are too high.
5. Install accessible hardware on one conference room door.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$1,015

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Office Restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Reconstruct entranceway walls and install wider doors with accessible hardware that locks.
2. Remove partitions in men's room-remove one toilet and partitions in women's room. Install grab bars next to toilets.
3. Remove cabinet under the sinks to allow for wheelchair clearance-Re-support the sink and install non-twisting faucets on the sinks.
4. Signage is needed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

Approximately \$1,000

CONFIDENTIAL - SECURITY INFORMATION
This document contains information that is exempt from public release under
Executive Order 12958, Section 1.4, and 5 U.S.C. 552, (b)(7)(D).

CONFIDENTIAL - SECURITY INFORMATION

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Office drinking fountain-public telephone

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. An accessible drinking fountain is needed.
2. A push button telephone with a volume control is needed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

Fountain-1993
Telephone-immediately

APPROXIMATE COSTS OF THE ALTERATIONS:

\$700

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Office Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Pavement for the accessible space needs to be marked.
2. A designated passenger loading zone is needed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$50

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Pool Complex Building

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. The present accessible toilet stalls need to be widened by removing the adjacent toilet and re-doing the partitions in each room.
2. Purchase and install new grab bars and install at the proper height and distances from the toilets.
3. Install one mirror at a lower height in each room.
4. Install one accessible sink with non-twisting hardware in each room.
5. Insulate hot water and drain pipes under the sinks.
6. Install non-twisting controls and grab bars for the low showers.
7. Install proper signage.
8. Install a wider door to the first aid room.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1994 or 1995

APPROXIMATE COSTS OF THE ALTERATIONS:

\$1,475

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WATER RESOURCES DIVISION
SALT WATER IRRIGATION DISTRICTS

STATE OF CALIFORNIA

COUNTY OF SAN DIEGO

WATER RESOURCES DIVISION

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Pool Complex - pools and deck area

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

- 1 . An accessible path and non-twisting hardware are needed on one drinking fountain.
- 2 . Purchase one accessible table for the eating area.

NOTE: The pools are accessible for people with walking disabilities. The Olympic pool has two "easy ladders and the L-shaped pool has gradual steps leading into the water. An individual in a wheelchair who has assistance would be able to gain access to the L-shaped pool. A lift should be purchased and installed at the L-shaped pool to provide unassisted access to the pool.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993 - Path-non-twisting hardware-table
1995 - Pool lift

APPROXIMATE COSTS OF THE ALTERATIONS:

Pool lift-\$2,000
Other-\$250

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Pool Complex parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Markings on the pavement need to be re-done to include proper access aisles and also one space to accomodate van parking.
2. Install a passenger loading zone with correct pavement markings and signage.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$35

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Playground Restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Attempt to obtain an accessible portable restroom.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$300 extra annually

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Playground Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Install two spaces for the disabled with appropriate markings and signage.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$50

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Small pavilion

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. An accessible pathway 36" wide is needed from the parking area to the closest pavilion.
2. Purchase one accessible picnic table.
3. Install proper signage.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$315

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Tennis courts parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Designate an accessible parking space next to sidewalk leading to the courts. Allow the disabled to use the service road leading to this space.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$25

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Horseshoe and Basketball areas

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Stairs are presently used to access these areas.

A natural sloped area can be made with an accessible path to these areas.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1994 or 1995

APPROXIMATE COSTS OF THE ALTERATIONS:

\$300

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Baseball Fields

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. An accessible path 36" wide is needed connecting the parking lot with the closest baseball field. Managers and league organizers will be notified that scheduling of games which will be viewed by a disabled person, should be done on the field with the accessible path.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1994 or 1995

APPROXIMATE COSTS OF THE ALTERATIONS:

\$200

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Playing fields along Route 32

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

The fields are varying sizes and each field is used by a certain age group. For this reason, an accessible path would be needed to each field area. (Almost $\frac{1}{2}$ mile of path would be needed). Also, because the fields are multi purpose, portions of the pathway would obstruct certain playing field areas. With advance notification to the Parks and Recreation office, accomodations will be made to allow a disabled person to drive up to a playing field to observe a game if the field areas are dry.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department will release publicity regarding this matter.

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Elm Avenue Park

FACILITY: Jogging, nature, cross country ski trail

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

The trail is not accessible because the sole entranceway and other sections of the trail have very steep grades, and the surface is not accessible. Making this trail accessible would require major reconstruction which would include lifts, electrical installation and making 1½ miles of trail surface accessible. These modifications are considered unreasonable. Future plans for trails in the Town of Bethlehem will include accessibility for the disabled.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Henry Hudson Park

FACILITY: Restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Eliminate slight lip at sidewalk.
2. Signage is needed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$50

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Henry Hudson Park

FACILITY: Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Two parking spaces are needed with markings and signage.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation staff

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$50

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Henry Hudson Park

FACILITY: Softball field

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Because the area between the softball field and the parking lot consists mostly of gravel and is extremely hard, vehicles transporting the disabled will be allowed to drive over this area to the field spectator area.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Henry Hudson Park

FACILITY: Public Telephone/Vending Machine

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. A public telephone is needed with a volume control.
2. A vending machine is needed with a lower coin slot.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department will request these items.

COMPLETION DATE OF ALTERATIONS:

As soon as possible

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Henry Hudson Park

FACILITY: Pavilion

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

An accessible table is needed.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks and Recreation Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$200

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: South Bethlehem Park

FACILITY: Softball field

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

There is no path from the parking lot to the softball field viewing area. Because the ground drains very well and is extremely hard, disabled individuals will be permitted to drive their vehicles up to the softball field viewing area.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

0

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: South Bethlehem Park

FACILITY: Playground

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

The blacktop at the ramp to the playground needs to be built up even with the edge of the ramp.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$20

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: South Bethlehem Park

FACILITY: Restrooms

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Obtain one accessible portable john.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$300 extra annually

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: South Bethlehem Park

FACILITY: Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Install two designated parking spaces.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Parks & Recreation Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$50

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Highway Garage

FACILITY: Office area

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

The Highway Superintendent will examine the feasibility of ramping the main entrance which will involve reconstruction of the front walk area. If it is not feasible, access to the area can be made through the side entrance to the building. Appropriate signage will be installed.

NOTE: Employee considerations: In the event an office staff person becomes disabled and must utilize a wheelchair, or an individual who utilizes a wheelchair is employed to work in one of the office areas, the office doorway must be widened.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

Ramp 1994-1995

Other option-as soon as possible in 1993

APPROXIMATE COSTS OF THE ALTERATIONS:

Ramp-\$500

Other-\$60

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Highway Garage

FACILITY: Restrooms in public area

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. Install wider entrance doors with non-twisting hardware.
2. Install grab bars.
3. Raise sinks 2" if possible. If not, install accessible sinks.
4. Install non-twisting hardware on sinks.
5. Install appropriate signage.
6. Lower mirrors.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

1994-1995

APPROXIMATE COSTS OF THE ALTERATIONS:

Without new sinks-\$590

With sinks-\$1,130

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Highway Garage

FACILITY: Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Install one designated parking space.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$25

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Museum

FACILITY: Entranceways and Lobby Area

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. A path must be constructed from the parking lot to the ramp (remove one railroad tie).
2. A wider door must be installed at the ramp entrance to the building, along with accessible hardware and a threshold that will be level with the ramp platform (door must not be locked during public hours).
3. Install signage.
4. Apply a non-slip surface at the main entrance. (Flagstone steps are extremely slippery when wet)

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

Approx. \$900

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Museum

FACILITY: Parking

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Install two designated parking spaces with appropriate access
aisles and signs.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$25

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Museum

FACILITY: Ramp

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

1. The present ramp handrail diameter is too wide. A narrow handrail should be installed.
2. Remove the marble flower box which presently rests on the ramp.
3. Apply a non-slip surface to the ramp. (Ramp is extremely slippery when wet).

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$100

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Sewer Treatment Plant

FACILITY:

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Public usage is an occasional tour. An accessible route exists for this purpose. The only barrier is the restroom facilities. The restrooms are too small and enlarging would require an expansion into present office space. Because public usage is minimal, the ADA Committee felt it was unreasonable to perform this work.

NOTE: Employee considerations: Because an individual in a wheelchair could not perform the essential functions of the job at the sewer plant, the plant does not have to be made readily accessible to accomodate wheelchairs.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

N/A

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Water Treatment Plant

FACILITY:

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Public usage is an occasional tour. The plant's three floors are connected by steep stairways which are not wide enough to accomodate lifts. An addition would be required to make the plant accessible. This was not considered a reasonable accomodation.

NOTE: Employee considerations: Because an individual in a wheel-chair could not perform the essential functions of the job at the water plant, the plant does not have to be made readily accessible to accomodate wheelchairs.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

N/A

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Water Garage-Kenwood Avenue

FACILITY:

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

There is no public usage.

NOTE: Employee considerations: Because an individual in a wheel-
chair could not perform the essential functions of the job
at the water garage, the plant does not have to be made
readily accessible to accomodate wheelchairs.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

N/A

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Adams Street Garage

FACILITY:

METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESSIBLE:

The only public usage is an occasional rabies clinic. The route is accessible.

NOTE: Employee considerations: Because an individual in a wheelchair could not perform the essential functions of the job at the Adams Street Garage, the garage does not have to be made readily accessible to accomodate wheelchairs.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

N/A

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Bethlehem Archeological Building

FACILITY:

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

The only public usage involves an occasional tour of the Bethlehem Archeological Association displays. Displays are on the first and second floor. The second floor is inaccessible and would require an elevator which is considered a financial burden considering the very limited use by the public. The first floor is accessible and a particular item on the second floor could be brought downstairs to show a disabled person.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

N/A

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Landfill

FACILITY:

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

A sign should be erected at the entrance which offers assistance to those who are disabled and need assistance. Vehicles can be driven to the unloading areas.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Highway Department

COMPLETION DATE OF ALTERATIONS:

1993

APPROXIMATE COSTS OF THE ALTERATIONS:

\$20

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Fire Training Area

FACILITY: Viewing area

**METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESS-
IBLE:**

Only public usage is an occasional demonstration. Viewing area is accessible.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

N/A

COMPLETION DATE OF ALTERATIONS:

N/A

APPROXIMATE COSTS OF THE ALTERATIONS:

N/A

**TOWN OF BETHLEHEM
TRANSITIONAL PLAN FOR STRUCTURAL
CHANGES OR OTHER FACILITY MODIFICATIONS**

LOCATION: Kenwood Avenue

FACILITY: Crosswalks at St. Thomas School and Middle School are not accessible on the East Side of Kenwood Avenue.

METHODS THAT WILL BE IMPLEMENTED TO MAKE THE FACILITY ACCESSIBLE:

Move pedestrian crosswalks to another location so both ends of the crosswalk are accessible. If this is not possible, reconstruct the ends of the crosswalks on the East Side of Kenwood Avenue.

DEPARTMENT RESPONSIBLE FOR IMPLEMENTATION:

Bethlehem Highway Department

COMPLETION DATE OF ALTERATIONS:

1995

APPROXIMATE COSTS OF THE ALTERATIONS:

0 if they can be relocated
\$500 if they must remain in the present location

DESIGN AND CONSTRUCTION OF NEW FACILITIES

The Town of Bethlehem and its contractors will, if necessary, design and construct new facilities or new additions to existing facilities in such a manner that they are readily accessible to and usable by individuals with disabilities, unless the Town can demonstrate that making the facility accessible would be unreasonable by creating an undue financial or administrative burden or by altering the nature of a service, program, or activity in that facility. The term facility means all or any portion of buildings, structures, sites, complexes, equipment, roads, walks, passageways and parking lots or other real personal property. It includes both indoor and outdoor areas.

The design and construction will be in conformance with the guidelines for buildings and facilities set forth in the Americans with Disabilities Act.

SECTION III

PROGRAM ACCESSIBILITY

Under title II of the Americans with Disabilities Act, the Town of Bethlehem may not refuse to allow a person with a disability to participate in or gain the benefits provided by any service, program or activity merely because the person has a disability. The Town must make reasonable accommodations to accommodate a disabled program participant.

An individual with a disability, just like an individual without a disability, must meet the essential eligibility requirements for the program or activity. Program eligibility requirements cannot intentionally or unintentionally screen out persons with physical or mental impairments.

The ADA also applies to Town programs and services provided under contract by a private or public entity. Simple language can be inserted into standard contracts to ensure that entities serving the public on behalf of the Town, will comply with the ADA.

In the event the Town finds that the accommodation would result in a substantial fundamental alteration to the nature of the program, or an undue financial or administrative burden, the accommodation does not have to be made. Accommodations will, whenever possible, provide services in an integrated setting. To the greatest extent possible, persons with disabilities should have the opportunity to specify what type of accommodation they desire. The Town may not impose a surcharge on a particular individual with a disability to cover the costs of an accommodation.

Town of Bethlehem
Program Accessibility
Record of Deficiencies and Solutions

MOBILITY

<u>Deficiencies</u>	<u>Solutions</u>
1. Accessible entranceway to Town Hall is not identifiable for those attending meetings, senior citizen activities, recreation programs, etc.	1. Install signage at the building entranceways directing the disabled to the accessible entrance. This door must be unlocked at all times during public usage.
2. Some of the facilities other than Town Hall that have been used for public meetings are not accessible.	2. The appropriate department head or board must assure that the meeting place is accessible prior to scheduling or advertising the meeting.
3. Certain Bethlehem School District facilities where Parks & Recreation Department programs take place are not accessible.	3. Recommend that the Bethlehem School District consider the following modifications:
a. Access into the water at the Middle and High School pools is very difficult for those with walking disabilities because of the vertical ladders.	a. Purchase E-Z ladder portable steps for each pool.
b. The pools at the schools are not wheelchair accessible.	b. A lift should be installed at the High School Pool. A lift is feasible at the Middle School if the route to the pool deck is made accessible.
c. Portions of the locker rooms at the schools are not accessible.	c. Install accessible toilets, sinks, drinking fountains, mirrors.
d. Middle School lower gym, pool and pool viewing area are not wheelchair accessible because of steps.	d. Look at making the route to these areas accessible.

- e. There is no signage directing the disabled to the accessible entrance at the Middle School or Clarksville School.
 - f. The High School lower gym is not wheelchair accessible.
 - g. Drinking fountains at the Clarksville and Elsmere Schools are not accessible.
 - h. Bathrooms are not accessible at Elsmere School on the bottom floor in the rear of the school.
 - i. The classroom entrance at the rear of the Elsmere School which leads to the playground area is not accessible.
- e. Install signage at all of the entranceways.
 - f. The particular programs that are conducted in this gym are not suited for individuals in wheelchairs (Adult Basketball and Adult Soccer). There is an accessible area for viewing the programs.
 - g. Staff will provide disposable cups, straws or other appropriate drinking devices at these locations.
 - h. Make bathrooms accessible.
 - i. Install a small ramp which will eliminate the small step into the classroom.
4. Bathrooms and the drinking fountain used by the summer playground program at the Becker School are not accessible.
4. Recommend to the RCS School District that restrooms be made accessible. The staff will provide disposable drinking cups, straws or other appropriate drinking devices.
5. Parks & Recreation Department sponsored trips (ski trips and other various trips).
- a. Physically disabled person would like to ski.
 - b. Physically disabled person would like to go on a
- a. Check with ski area to see about instruction for disabled skiers-provide accessible bus if necessary.
 - b. With advanced notice an accessible bus can be pro-

Middle or High School age trip.

vided. The supervisor will evaluate the activity as to the suitability for the disabled person, and will make every effort to arrange for accommodations. However, the accommodations cannot change the nature of the planned activities.

6. Parks & Recreation Department programs at Elm Avenue Park.

- a. Pools are not wheelchair accessible.
- b. The basketball courts are not wheelchair accessible.

a.&b. Solution identified in the transitional plan.

7. Senior Services Programs

- a. Many senior citizens who attend social activities to restaurants, theatres, etc., have physical disabilities--some of these facilities are not wheelchair accessible.

a. More outings will be planned at accessible public places; vary the types of programs for different levels of mobility impaired seniors; Senior Services staff is available to assist those in need.

- b. Parks and other locations where group picnics occur, are lacking in accessible picnic tables.

b. Provide additional tables in the park picnic areas. Senior Services office will evaluate other locations for accessibility.

- c. Restrooms at the Elm Avenue Park pavilion and other picnic areas are not wheelchair accessible.

c. Elm Avenue Park--restrooms will be made accessible in accordance with the transitional plan. Senior Services office will evaluate outside facilities for accessibility.

VISUAL

Deficiencies

1. The visually impaired have difficulty reading or cannot read written information which is distributed at public meetings, senior programs, recreational programs, and special events.
2. In a lap swimming recreational program, a visually impaired individual has difficulty following the lane lines.
3. A visually impaired individual would like to participate in a group instructional program sponsored by the Parks and Recreation Department.
4. Many Senior Citizens have limited sight, and have difficulty participating in programs.
5. Some restaurants visited by senior citizens, have very dim lighting which makes it difficult for seniors with

Solutions

1. Visually impaired individuals can request that the material be read aloud. If they wish to have a record of this material, they may request that the print be enlarged or a taped message be given to them. The Town will grant the request for enlarged print or a recorded message within three business days of the request.
2. Assign the individual to the outside lane where someone could verbally coach or give directions. If additional staff is needed it will be provided if the cost is reasonable.
3. The individual needs to be evaluated by the instructional staff to determine if additional staff is needed. For youth programs the parent(s) will be asked to provide assistance. If this is not possible, the Parks & Recreation Department will provide additional staff providing the cost is reasonable. The instructional staff will also evaluate the person's ability to participate without being injured.
4. Senior Services staff is available to assist.
5. Senior Services staff will work with restaurant managers to provide better lighting.

vision impairments.

HEARING

Deficiencies

1. People with hearing impairments attending public meetings at Town Hall have difficulty hearing or cannot hear the meeting.
2. People with hearing impairments attending Town sponsored public meetings or programs outside of Town Hall, have difficulty hearing or cannot hear the meeting, the speaker or the instructor.
3. People with hearing impairments have difficulty hearing or cannot hear public announcements.

Solutions

1. Provide a hearing assistance system in the Auditorium and Room 106. For those who cannot benefit from this system, they may bring an interpreter, or request that the Town provide an interpreter. The request must be made at least one week in advance of the scheduled meeting. The request will be granted if the cost is reasonable.
2. Whenever possible, an amplification system should be used. For those who cannot benefit from this, they may bring an interpreter or request that the Town provide an interpreter. The request must be made at least one week in advance of the scheduled event. The request will be granted if the cost is reasonable. For non-instructional recreational programs, an individual will be able to participate without assistance, providing he or she knows the rules of the game. For Senior Citizen programs, the Senior Services staff is available to assist.
3. Notices of meetings, programs and special events will also be in print form.

DEVELOPMENTAL

Deficiencies

1. Mentally disabled individuals want to participate in recreational programs, sponsored by the Parks & Recreation Department.

Solutions

1. The individual or a representative must notify the Parks & Recreation office prior to the program inception to provide information regarding special needs of the individual. Staff will evaluate the person's ability to participate & determine if additional trained staff is needed. If additional staff is needed, the Town will provide if the cost is reasonable. In the case of youth programs, parents will be asked to assist with supervision prior to obtaining additional staff. Disabled individuals must also meet the general program participation guidelines established by the Parks & Recreation Dept.

PSYCHOLOGICAL

Deficiencies

1. Individuals with an emotional disability which can cause behavior problems, would like to participate in recreation programs sponsored by the Parks & Recreation Dept.

Solutions

1. The individual or a representative must notify the Parks & Recreation office, prior to the program inception to provide information regarding special needs of the individual. Staff will evaluate the person's ability to participate and determine if additional trained staff is needed. If additional staff is needed, the Town will provide it if the cost is reasonable. In the case of youth programs, parents will be asked to assist with

supervision prior to obtaining additional staff. Disabled individuals must also meet the general program participation guidelines established by the Parks & Recreation Dept.

DRUG/ALCOHOL RELATED

Deficiencies

Solutions

No deficiencies identified.

SECTION IV

COMMUNICATION

Section 35.160 of the ADA requires the Town of Bethlehem to take such steps as may be necessary to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communication with others. The ADA requires the Town to furnish appropriate auxiliary aids and services when necessary to allow a person with a disability an equal opportunity to participate in the Town's services, programs or activities.

The Town of Bethlehem will provide an opportunity for individuals with disabilities to request an auxiliary aid or other service of their choice. The Town will honor the request unless it can demonstrate that another effective means of communication exists or the accommodation will result in a substantial fundamental alteration to the nature of the service, program or activity, or an undue financial or administrative burden.

TOWN OF BETHLEHEM
COMMUNICATION POLICY
FOR COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT

Telephone

Telephone communication with a speech or hearing impaired individual who has a TDD can be accomplished by using the New York Relay Service. This is a free service provided by AT&T in cooperation with New York Telephone. All Town offices will have on hand the New York Relay Service telephone number. (1-800-421-1220)

For emergencies, a disabled person with a TDD will be able to communicate directly with the Bethlehem Police Department. The present and future dispatch systems will have TDD equipment which will provide direct communication with people who have a TDD.

Public Meetings

Most people with hearing impairments can be accommodated by providing hearing-assistive devices in the Town Hall meeting rooms. The ADA committee recommends the use of a radio system which will work well and is cost effective. The system involves the installation of radio transmitters and the use of pocket radios with headphones.

A deaf person attending a meeting can bring an interpreter or request that the Town provide an interpreter. Requests should be made with the Town's ADA Coordinator at least one week in advance of the scheduled meeting. The Town will provide an interpreter providing it does not create a financial or administrative burden.

When agendas or other materials are distributed, the print will be enlarged for those with difficulty reading regular size print. The blind can request that the written material be read to them.

Writing material will be available for an individual with a speech impairment who would like to participate in a meeting.

Publications & Brochures

All publications, brochures and other written material which is distributed or made available to the general public will include a statement offering possible assistance to those

with disabilities. The statement will be developed with assistance from the ADA Coordinator.

For the visually impaired who have difficulty reading regular size print, the print will be enlarged for them upon request. For a blind individual requesting information which is in written form, a Town employee or representative will offer to read the information being requested. If this is not satisfactory, a tape will be made and given to the person requesting the information within three business days of the request.

Advertising

Advertising or public notices regarding meetings or programs offered by the Town will include a statement offering the disabled reasonable assistance to those wishing to attend meetings or participate in programs. The appropriate Town department or the ADA Coordinator must be notified by the disabled participant at least one week prior to the scheduled event.

The visually impaired can request that advertising or public notices be read to them.

SECTION V

EMPLOYMENT

As a general rule, Title I of the Americans with Disabilities Act prohibits employment discrimination against a qualified individual with a disability because of that person's disability. The prohibition extends to all aspects of the employment relationship including:

- Hiring;
- Discharge;
- Training;
- Advancement and promotion; and
- Compensation

In addition to this general prohibition on discrimination in employment, the Act includes various specific prohibitions against discrimination in such areas as qualification standards, testing, the types of questions employers can ask, the limitations on requiring medical examinations, providing reasonable accommodations to persons with disabilities, and contractual arrangements with a third party providing employment services.

TOWN OF BETHLEHEM
EMPLOYMENT POLICY FOR
COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT (TITLE I)

In accordance with the provisions of the Americans with Disabilities Act (ADA), the Town affirms its commitment to adhere to and enforce its obligations under ADA.

The Town evaluates the capabilities of each person individually, rather than making assumptions about what a person with a disability can and cannot do based upon some general understanding. The Town of Bethlehem will not discriminate in all employment practices such as recruitment, hiring, job assignments, pay, layoffs, firing, training, promotions, benefits, leave and other employment related activities.

Reasonable Accommodations

The Town shall provide reasonable accommodations to a qualified applicant or employee with a disability. Requests for accommodations shall be made to the appropriate department head.

Accommodations may include:

- acquiring or modifying equipment or devices.
- job restructuring.
- modifying work schedules.
- reassignment to a vacant position.
- adjusting or modifying examinations, training materials or policies.
- providing readers or interpreters.
- making the workplace readily accessible to and usable by people with disabilities.

Reasonable accommodations will be made unless the accommodation would require significant expense or create an undue hardship. An undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of Town business.

If a requested accommodation would be an undue hardship, the Town will try to identify another accommodation that will not pose such a hardship. The Town will also give the applicant or the employee the opportunity to provide the accommodation or pay for the portion of the accommodation that constitutes an undue hardship. Requests for accommodations should be made in writing, to the appropriate department head. If the request is denied, the employee requesting the

accommodation shall have the right to appeal to the ADA Coordinator within 20 days from the date of denial. In the event a person's disability prevents them from making a written request, a verbal request can be made with the ADA Coordinator, who will make a written request to the appropriate department. All requests for accommodations shall be reported to the ADA Coordinator who will retain a written, permanent record of all requests and accommodations made.

Medical Examinations

The Town will not require pre-employment medical examinations or inquiries. Requiring a medical examination during the application process or prior to a job offer is deemed inappropriate because of the likelihood that it will change the focus from an applicants' ability to do the job, to the disability.

Physical agility tests are not considered medical examinations, and thus may be administered during the hiring process, only when agility is a bonified qualification of the position.

The Town of Bethlehem reserves the right to require a medical examination after an offer of employment is made, whenever the ability of the applicant to perform any of the essential functions of the position is in question.

Job Descriptions/Essential Job Functions

All of the job descriptions for full and part-time employees will be carefully examined to assure that the essential functions of each job are included. During the hiring process, the Town of Bethlehem will determine whether a person with a disability is qualified by assessing the individual's ability to perform the essential job functions.

Essential functions are the fundamental job duties of the position, the individual with a disability holds or desires. The term essential functions does not include the marginal functions of the position. The distinction between essential and marginal job functions is critical, because it is a person's ability to fulfill the essential job functions, with or without reasonable accommodation, that determines whether an applicant (or employee) with a disability is qualified for the position.

The Town will not reject, on the basis of disability, a qualified applicant who cannot perform the marginal job functions. The Town's policy will be in compliance with Federal and State laws, including Civil Service laws, regarding the employment of disabled individuals.

Advertising the Position

All announcements about a job opening will include a notice that the Town does not discriminate on the basis of disability, and that reasonable accommodations will be provided.

Notices stating the ADA requirements will also be posted at Town Hall and other locations that accept applications.

Interviewing the Applicant

Any Town employee interviewing an applicant will not ask any questions about the disability. Health related questions will also not be asked because they might reveal the existence of a disability. Questions such as these are not relevant to the main issue-can the applicant do the essential functions of the job.

An employee who is interviewing an applicant may ask the applicant with a disability to explain or demonstrate how he or she will accomplish a specific job function, with or without a reasonable accommodation. Questions about the need for a reasonable accommodation should always be linked with performance of a specific job function.

If an applicant requests a reasonable accommodation for the interview or to demonstrate how he or she will perform a certain job function, the reasonable accommodation will be provided by the Town. Requests should be in writing, if possible, to the appropriate department head or the department head's designee who may be interviewing applicants. If the accommodation is denied the applicant shall have the right to appeal to the ADA Coordinator within a reasonable period of time.

Employees who interview applicants will receive training on appropriate and inappropriate interview questions.

All interviews will be conducted in an accessible location.

Employment Application

Applications will not include inquiries regarding medical problems or disabilities. Applications will state that the Town considers all qualified applicants without regard to the presence of a medical condition or disability. Applications will also include a statement offering assistance to an individual who needs assistance completing an employment application.

Testing Applicants

Applicants with disabilities can be required to take the same tests and meet the same standards as non-disabled applicants. The Town will ensure that they do not screen out a person with a disability, by measuring criteria that do not relate to the essential functions of the job.

Reasonable accommodations will be made for a disabled individual who needs the accommodation in order to take a test. The applicant will be required to give advanced notice of at least one week.

Other Benefits

Disabled employees will enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Examples are employee lounge, employees parties, etc. If the Town contracts with an outside agency or business to provide services for employees outside of the workplace, the facilities of that agency or business must be able to accommodate Town employees with disabilities.

Safety

The Town will not be required to hire a disabled individual if he or she poses a direct threat to the health or safety of themselves or others. The direct threat means a significant risk of substantial harm. In such a case, the Town will consider whether a risk can be eliminated or reduced to an acceptable level. An acceptable level shall mean without significant risk or harm to the disabled individual or other employees. The acceptable level will be determined by the appropriate department head.

SECTION VI

**GRIEVANCE PROCEDURE
AND EMPLOYEE DESIGNATION**

In accordance with section 35.107 of the Americans with Disabilities Act, the Town of Bethlehem, and all public entities with 50 or more employees must designate a responsible employee and adopt a grievance procedure.

A Town employee designated by the Town Supervisor, will coordinate ADA compliance efforts. This employee should be familiar with the requirements of the Act and can communicate those requirements to other individuals in Town government who may be unaware of their responsibilities. This employee will also be responsible for dealing with complaints of violations of the ADA.

A grievance procedure must also be established for resolving complaints of violations of the ADA. The procedure should provide for a mechanism for resolution of complaints at the local level without requiring the complainant to resort to the Federal complaint procedure. Complainants are not, however required to exhaust the Town's grievance procedure before filing a complaint with the Federal government.

**TOWN OF BETHLEHEM
GRIEVANCE PROCEDURE
AND EMPLOYEE DESIGNATION
FOR COMPLIANCE WITH
THE AMERICANS WITH DISABILITIES ACT**

The Town of Bethlehem has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act. The Act states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity." The Act also prohibits employment discrimination against a qualified individual with a disability, solely, by reason of such a disability.

Complaints should be addressed to the ADA Coordinator, who will coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations. All complaints, written or otherwise, shall be reported to the ADA Coordinator and kept on permanent file.

2. A complaint should be filed within 45 business days after complainant becomes aware of the alleged violation.

(Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

Any resident of the Town of Bethlehem, or their

- representative, may file a complaint with the appropriate department and/or the ADA Coordinator.
3. An investigation, of the relevant facts, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
 4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 60 business days after its filing. A copy shall also be submitted to the Town Supervisor.
 5. The ADA Coordinator shall maintain the files and records of the Town of Bethlehem relating to the complaints filed.
 6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 business days to the Town Supervisor, who shall render a decision in writing within 30 business days.
 7. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal or state department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies. This procedure may be terminated by the Town Supervisor when, in

his or her opinion, it is in the best interest of the Town to do so. This provision shall apply, but is not limited to, a situation where a complaint is filed with another agency.

8. These rules shall be construed to protect the substantive rights of interested persons and to provide standards of due process required by Federal and State laws to enable the Town of Bethlehem to comply with the ADA and implementing regulations.
9. David B. Austin, a full time employee of the Town of Bethlehem, has been designated to serve as the ADA Coordinator. The ADA Coordinator shall serve at the pleasure of the Town Board. Complaints should be addressed to him at Elm Avenue Park, RD Box 176A, Delmar, NY 12054 (518) 439-4131.

In the event the ADA Coordinator or the Town Supervisor feel it is inappropriate for the ADA Coordinator to participate in the review of a complaint, or coordinate ADA compliance efforts, the Supervisor shall have the authority to designate a substitute.



