



# Borough of Hightstown, New Jersey

## Americans with Disabilities Act (ADA) Transition Plan

**October 15, 2025**

**Prepared by:**

**Mairead Thompson**

ADA Coordinator

Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520

mthompson@hightstownborough.com (609) 490-5100

[www.hightstownborough.com](http://www.hightstownborough.com)

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# SECTION 1

## Overview of the Americans with Disabilities Act (“ADA”)

### Obligations for Municipal Governments

#### OBLIGATIONS UNDER ADA GENERALLY

The Americans with Disabilities Act (“ADA”), enacted on July 26, 1990, provides comprehensive civil-rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications.

The ADA is companion civil-rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, mandating that qualified individuals with disabilities shall not be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity. The Act also provides disabled employees with specific protections and requires employers to make reasonable accommodations for disabled applicants and employees.

The focus of the Borough of Hightstown’s ADA Transition Plan is to ensure equitable access for individuals with disabilities by identifying and eliminating structural, communicative, and procedural barriers within the Borough’s public facilities, programs, and services. Access to civic life by people with disabilities is a fundamental goal of the ADA.

To ensure that this goal is met, Title II of the ADA requires that municipalities such as Hightstown make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at Borough facilities and public events but also to policies and communication practices that enable full participation by all members of the public. Governmental entities must also ensure effective communication including the provision of necessary auxiliary aids and services so that individuals with disabilities can meaningfully participate in civic life.

#### NO GRANDFATHERING, BUT FLEXIBILITY PERMITTED

The ADA does not allow the “grandfathering” of existing, non-compliant facilities. However, it permits flexibility in how and when access is provided as municipal resources permit.

In implementing accessibility improvements, the Borough is not required to take actions that would result in a fundamental alteration of a service, program, or activity, or that would impose undue financial or administrative burdens. Any such determination must be made by the Borough Administrator or designee and accompanied by a written explanation of the reasons.

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If an action would create undue burdens or fundamentally alter the program, the Borough must take other steps to ensure that individuals with disabilities can still access and benefit from the service or activity (28 C.F.R. § 35.150(a)(3)).

Program access focuses on eliminating barriers to Borough services and activities but does not necessarily require that each individual facility or feature be made fully accessible. For example, each restroom within a building need not be modified if at least one accessible restroom is provided and clearly identified through signage.

Program accessibility may be achieved through various means, such as relocating public meetings to accessible venues, transferring programs to accessible floors or facilities, or providing equivalent alternative methods of participation. When choosing among alternatives, the Borough will prioritize the most integrated and inclusive options available.

All newly constructed Borough facilities must be fully accessible to people with disabilities (28 C.F.R. §§ 35.149–35.151, 35.163).

### **RULES GOVERNING HISTORIC STRUCTURES**

The Borough of Hightstown contains several historically significant properties, including sites listed or eligible for listing on the New Jersey and National Registers of Historic Places and structures designated under local ordinance.

Under ADA regulations, alterations that would threaten or destroy the historic character of these facilities need not be undertaken; however, the Borough must explore alternative methods to ensure access that are compatible with the preservation of the site's historic significance.

If physical alterations are made to historic properties, they must conform to the ADA Standards for Accessible Design (28 C.F.R. Part 36 § 4.1.7) or the Uniform Federal Accessibility Standards (UFAS) to the maximum extent feasible. When strict compliance would compromise historical integrity, alternative standards providing minimal access may be applied.

### **RULES GOVERNING INSTALLATION OF CURB RAMPS**

When Borough streets or sidewalks are newly constructed or altered, ADA regulations require the installation of curb ramps or sloped access points at intersections and pedestrian crossings. Resurfacing or reconstruction projects trigger this requirement, though simple maintenance such as pothole repair does not.

For existing sidewalks not yet altered, the Borough may choose to install curb ramps proactively, particularly along routes serving Borough Hall, municipal buildings, downtown business areas, public parks, and transit stops.

To promote consistency, Hightstown will establish milestones for curb-ramp compliance within this Transition Plan, prioritizing walkways that serve:

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- Government buildings and facilities
- Bus stops and public-transportation routes
- Commercial and downtown districts
- Residential neighborhoods with significant pedestrian activity

Requests for curb-ramp installation from residents or persons with disabilities should be reviewed by the ADA Coordinator and the Department of Public Works.

### SELF-EVALUATION AND TRANSITION PLANNING

As required by Title II of the ADA (28 C.F.R. §§ 35.105, 35.150(d)), local governments must conduct a self-evaluation of facilities, programs, policies, and practices to identify and correct inconsistencies with ADA requirements.

The Borough of Hightstown will review all municipal programs, services, and physical assets including Borough Hall, the Police Substation, Public Works Yard, and public parks to ensure that accessibility barriers are identified and addressed.

Corrective measures may include:

1. Relocation of programs to accessible facilities
2. Offering services in alternative accessible formats or locations
3. Structural modifications to achieve program access
4. Policy updates to ensure nondiscrimination
5. Provision of auxiliary aids and effective communication supports

Because the Borough employs more than 50 individuals, it is required to maintain this ADA Transition Plan identifying necessary modifications and establishing a schedule for implementation. Both the self-evaluation and the Transition Plan will remain publicly available at Borough Hall and online at [www.hightstownborough.com](http://www.hightstownborough.com).

## SECTION 2

### History of ADA Compliance and Transition Planning in the Borough of Hightstown

The Borough of Hightstown recognizes its long-standing obligation to provide accessible programs, services, and facilities in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Although the Borough has historically implemented accessibility improvements within public buildings, parks, and infrastructure projects, no formal ADA Transition Plan had been located in the Borough’s archives or digital records prior to 2025.

#### Background and Current Compliance Framework

In recent years, the Borough has integrated ADA compliance into its capital improvement projects and planning procedures, particularly through its coordination with the Borough Engineer.

Accessibility design standards and barrier removal have been addressed as part of:

- Park improvement projects such as Dawes Park
- Sidewalk, curb ramp, and pedestrian crossing enhancements funded through NJDOT and local capital ordinances.

These efforts, although not previously consolidated in a single plan, reflect the Borough’s commitment to program and facility accessibility consistent with Title II of the ADA (28 C.F.R. §§ 35.105, 35.150).

#### Recent Actions Toward Formal ADA Planning

In 2025, the Borough Administrator and ADA Coordinator began formalizing Hightstown’s first documented ADA Transition Plan. The process includes:

1. Conducting a boroughwide self-evaluation of facilities, programs, and public spaces to identify existing barriers to accessibility;
2. Documenting ADA-related improvements completed or underway, including sidewalk replacements, curb-ramp installations, and accessible park amenities;
3. Establishing a prioritization schedule for remaining improvements based on public use, safety, and funding availability; and
4. Developing procedures for accommodation requests..

## **Ongoing and Planned Investments**

The Borough continues to integrate ADA improvements into its annual capital and roadway programs. For example:

- Curb-ramp installations are incorporated into every roadway resurfacing or reconstruction project.
- Dawes Park renovations include accessible pathways, benches, and compliant parking spaces.
- The Borough’s website and digital platforms are under review to improve accessibility and align with WCAG (Web Content Accessibility Guidelines) 2.1 Level AA standards for public communication and document posting.

## **Designation of ADA Coordinator and Implementation Oversight**

To ensure accountability, the Borough has designated Mairead Thompson, Assistant Business Administrator, as ADA Coordinator, serving as the primary point of contact for accessibility requests, complaints, and inter-departmental coordination.

This designation ensures centralized oversight of ADA policy implementation and reporting to the Borough Administrator.

The Hightstown ADA Transition Plan (2025) therefore represents both a formal compliance measure and a forward-looking commitment to accessibility and inclusion for all Borough residents and visitors.

## SECTION 3

### Transition Plan Development and Adoption Process

In August 2025, after confirming that no formal ADA Transition Plan was on record, the Borough Administrator directed the ADA Coordinator to begin developing a comprehensive plan to guide compliance with Title II of the Americans with Disabilities Act.

This marks the Borough's first coordinated effort to assess accessibility barriers, prioritize improvements, and establish a process for ongoing review and accountability. Initial work in late 2025 focused on outlining the plan's framework, identifying key departments, and preparing for public engagement in 2026.

#### Public Review and Adoption Process

The Borough is developing a process for adopting the ADA Transition Plan that will include:

1. **Internal Review:** Draft plan review by the Borough Administrator, ADA Coordinator, Engineer, and Public Works.
2. **Public Comment Period:** Posting the draft on [www.hightstownborough.com](http://www.hightstownborough.com) and at Borough Hall for public input.
3. **Public Hearing:** A scheduled Mayor and Council meeting for community feedback.
4. **Final Adoption:** Review of comments and presentation of the final Plan for adoption by Council resolution.

#### Ongoing Review

Once adopted, the ADA Transition Plan will be available on the Borough's website and in the Borough Clerk's Office. The Plan will be reviewed annually by the ADA Coordinator to document progress, identify new priorities, and recommend updates in coordination with the Mayor and Council.

## SECTION 4

### ADA Coordinator, Accommodation Requests, and Complaint Procedure

#### ACCOMMODATION AND ACCESSIBILITY REQUESTS

The Borough of Hightstown is committed to ensuring that all members of the public; residents, visitors, employees, and program participants have equitable access to Borough services, programs, and activities. The Borough strives to integrate individuals with disabilities into all aspects of civic life to the greatest extent possible, consistent with the intent of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

The Borough will provide reasonable accommodations and modifications to ensure meaningful access to its facilities, meetings, and programs for qualified individuals with disabilities.

Requests for accommodations or accessibility assistance should be submitted at least forty-eight (48) hours in advance of the meeting, event, or program whenever possible. However, the Borough will make every reasonable effort to respond to requests made within a shorter timeframe.

Individuals requiring special accommodations that may not be readily available should contact the Borough's designated ADA Coordinator:

**ADA Coordinator:**

**Mairead Thompson**

Assistant Business Administrator / ADA Coordinator

Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520

mthompson@hightstownborough.com (609) 490-5100 ext 670

#### ROLE AND RESPONSIBILITIES OF THE ADA COORDINATOR

The ADA Coordinator serves as the Borough's central point of contact for all matters related to ADA compliance and accessibility. The Coordinator's responsibilities include:

- Overseeing implementation of the ADA Transition Plan;
- Responding to and documenting all requests for accommodation;
- Coordinating with Borough departments and external agencies to ensure compliance with ADA standards;
- Investigating and resolving complaints alleging disability-based discrimination;
- Maintaining records of all requests, findings, and corrective actions;

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The ADA Coordinator works closely with the Borough Administrator, Borough Engineer, and Department of Public Works to address accessibility issues identified through public feedback or facility inspections.

### COMPLAINT PROCEDURE

In accordance with 28 C.F.R. § 35.107(b), the Borough of Hightstown has established a formal procedure for resolving complaints alleging discrimination on the basis of disability in Borough services, programs, or activities.

#### Step 1: Filing a Complaint

Complaints should be submitted in writing to the ADA Coordinator within sixty (60) days of the alleged violation. The complaint should include:

- The name, address, and phone number of the complainant;
- A description of the issue or alleged violation; and
- The location, date, and any supporting information relevant to the complaint.

If the complainant requires assistance preparing a written complaint, the ADA Coordinator will provide support or arrange reasonable accommodations for submission.

#### Step 2: Review and Response

The ADA Coordinator will investigate the complaint and respond in writing within forty-five (45) days, outlining the findings and any corrective actions taken or proposed.

#### Step 3: Appeal

If the complainant is dissatisfied with the ADA Coordinator's decision, they may appeal within thirty (30) days to the Borough Administrator, who will review the findings and issue a final written determination within thirty (30) days of receipt.

This procedure does not preclude individuals from filing complaints with the U.S. Department of Justice, the New Jersey Division on Civil Rights, or any other agency having jurisdiction under federal or state law.

## SECTION 5

### Facilities Compliance Plan

The Facilities Compliance Plan forms the foundation of the Borough of Hightstown’s ADA Transition Plan. Its primary purpose is to document the facility improvements and modifications necessary to provide equitable access to Borough-owned buildings, parks, and public spaces for individuals with disabilities.

Recognizing that not all accessibility improvements can be completed simultaneously without imposing an undue financial or administrative burden, the Borough has established a prioritization schedule in accordance with 28 C.F.R. § 35.150(d)(2)(iii). This schedule reflects both the Borough’s fiscal capacity and its commitment to making meaningful progress toward full compliance.

#### Prioritization Determinations

Prioritization for corrective actions and barrier removal is based on several key factors:

1. Public Use and Service Level – Facilities serving the greatest number of residents or providing essential government services are given priority.
2. Health and Safety Impact – Areas presenting potential safety risks or emergency-access barriers are addressed first.
3. Feasibility and Cost – Projects are scheduled according to available funding and technical feasibility.
4. Integration with Capital Projects – ADA improvements are coordinated with other planned infrastructure, roadway, or park projects to maximize efficiency.

Accordingly, Borough facilities with the highest level of public use such as Borough Hall and community parks will be addressed first as financing and project schedules allow. Improvements will be implemented through a combination of structural modifications, programmatic accommodations, and policy updates to provide adequate access to all residents and visitors.

#### Funding and Implementation

The Borough’s ADA improvements are primarily financed through capital appropriations authorized by bond ordinances adopted annually by the Mayor and Council. Additional funding support is leveraged through:

- New Jersey Department of Transportation (NJDOT) Municipal Aid grants,
- Green Acres and Mercer-at-Play recreation funding,
- Federal ARPA allocations, and
- Targeted legislative and county infrastructure grants.

Since 2024, the Borough has allocated ADA-related funds with the following ongoing capital projects:

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- Dawes Park Improvements – Incorporating ADA-compliant pathways, parking, and playground surfaces as part of the 2026 construction phase.
- Police Substation – Designed and constructed to meet ADA accessibility standards for public entry, restrooms, and service counters.

### **Budgetary Considerations and Long-Term Schedule**

Due to limited municipal resources and state-imposed budget constraints, Hightstown’s ADA facility improvements must be implemented in phased stages over multiple years.

As part of its annual Capital Improvement Program, the Borough will continue to identify and prioritize ADA-related projects. Each year, the ADA Coordinator, Borough Engineer, and Department of Public Works will review project progress and funding availability, updating the schedule of improvements accordingly.

While significant progress has already been made in improving sidewalk accessibility, curb ramps, and park access, updates across all Borough facilities will require continued funding and coordination through 2030 and beyond.

The Borough remains committed to achieving full accessibility within practical and financial constraints while continuing to provide reasonable accommodations to ensure program access during the transition period.

### **Curb Ramp and Pedestrian Access Program**

Curb ramps and accessible crosswalks are a critical component of Hightstown’s accessibility network. In coordination with the NJDOT, Mercer County, and the Borough Engineer, the Borough has integrated ADA curb-ramp compliance into all roadway resurfacing and reconstruction programs.

Curb-ramp installation and upgrades will continue to prioritize:

- Routes adjacent to Borough Hall and downtown business areas;
- Pedestrian connections to Memorial Park, Association Park, and Dawes Park;
- Walkways serving residential neighborhoods and school zones.

These improvements are scheduled to occur as part of the Borough’s annual roadway programs, with documentation of completed locations maintained by the ADA Coordinator and Borough Engineer.

### **Commitment to Continued Compliance**

The Borough of Hightstown recognizes that accessibility is an ongoing obligation, not a one-time effort. The Facilities Compliance Plan will therefore serve as a living document, updated regularly to reflect completed improvements, new priorities, and changes in funding or facility use.

Each year, the ADA Coordinator will prepare an annual summary of ADA improvements for inclusion in the Borough’s capital planning process and will report progress to the Mayor and Council as part of the Transition Plan’s continuous implementation.

## SECTION 6

### Maintenance of Accessible Features

In accordance with 28 C.F.R. § 35.133(a), once accessibility features have been installed, they must be maintained in operable condition to ensure continued use by individuals with disabilities.

This requirement applies to all Borough-owned facilities, parks, and public rights-of-way, including accessible entrances, pathways, restrooms, signage, and parking areas. Proper maintenance ensures that accessibility improvements remain effective and usable over time.

While the ADA regulations recognize that temporary obstructions or isolated mechanical failures may occur during routine maintenance, no accessible feature should be out of service beyond a reasonable period of time. The Borough of Hightstown is committed to addressing accessibility maintenance needs promptly and transparently.

### Reporting and Maintenance Procedures

Any malfunction, obstruction, or damage affecting an accessible feature should be reported immediately to the Borough's ADA Coordinator, who will notify the Department of Public Works (DPW) for inspection and repair.

Upon receiving notification:

1. The Department of Public Works will inspect the affected area to determine the scope of the problem and identify whether immediate repair or contracted service is required.
2. The ADA Coordinator will track reported issues, monitor progress toward resolution, and ensure that temporary accommodations are provided if full access cannot be restored immediately.
3. If additional funding or contracted services are needed, the DPW Superintendent will coordinate with the Borough Administrator and CFO to include the required work in the next available maintenance or capital appropriation cycle.

During extended repairs, the Borough will provide reasonable alternative access or accommodations to ensure continuity of service for individuals with disabilities.

### Annual Accessibility Inspections

To ensure ongoing compliance, the ADA Coordinator, in coordination with the DPW and Borough Engineer, will conduct an annual inspection of all Borough-owned facilities and public areas.

A maintenance checklist will be developed and updated each year, identifying deficiencies, needed repairs, and anticipated completion dates. The checklist will serve as a "living punch list" and be maintained on file with the ADA Coordinator.

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Annual ADA inspections will include, but are not limited to, review of the following:

1. **Exterior Pathways and Curb Ramps**
  - Inspect for surface irregularities, cracking, heaving, or obstructions that could impede accessibility.
  - Verify that ramp slopes and transitions remain compliant after repaving or resurfacing.
2. **Accessible Parking Areas**
  - Confirm visible and compliant signage, pavement markings, and properly maintained access aisles.
  - Ensure spaces are kept free of obstructions and properly graded.
3. **Building and Wayfinding Signage**
  - Verify that directional and informational signage remains visible, properly mounted, and directs users to accessible routes and entrances.
4. **Doors, Entrances, and Hardware**
  - Test door pressures to maintain the lowest feasible resistance.
  - Confirm handles, thresholds, and automatic openers are functional.
5. **Elevators, Lifts, and Ramps**
  - Inspect for proper operation, handrail integrity, and compliance with maintenance schedules.
6. **Interior Corridors and Passageways**
  - Ensure that objects do not protrude more than four (4) inches into paths of travel.
  - Verify that floor surfaces remain slip-resistant and level.
7. **Fire and Life Safety Systems**
  - Confirm that audible and visual alarms, pull stations, and emergency egress routes are operational and compliant with the **New Jersey Uniform Fire Code**.
8. **Restrooms and Plumbing Fixtures**
  - Inspect accessible toilets, sinks, urinals, faucets, and drinking fountains to ensure they are fully functional and meet required accessibility standards.
9. **Public Parks and Outdoor Features**
  - Review playground surfacing, benches, picnic areas, and pathway conditions to ensure safe, accessible use throughout the year.

### Documentation and Oversight

The ADA Coordinator will compile all inspection findings into an Annual Accessibility Maintenance Report, documenting:

- The results of the inspections,
- Any corrective actions taken, and
- The status of pending repairs or funding requests.

This report will be reviewed by the Borough Administrator and shared with the Mayor and Council as part of the Borough's annual ADA Transition Plan update.

## **Appendices**

**Appendix A:** ADA Grievance Form

**Appendix B:** Facility Evaluation Checklist

**Appendix C:** Facility Prioritization Table

**Appendix D:** Public Notice of Plan Availability

## Appendix A – ADA Grievance Form

**Borough of Hightstown, New Jersey**

**ADA Grievance / Accommodation Complaint Form**

*(Pursuant to the Americans with Disabilities Act, Title II)*

### Instructions:

This form is to be used to file a complaint or request for accommodation if you believe you have been discriminated against, denied access, or otherwise treated unfairly in violation of the ADA in connection with any Borough of Hightstown program, service, or facility.

Completed forms may be submitted to:

**Mairead Thompson, ADA Coordinator**

156 Bank Street, Hightstown, NJ 08520

Email: [mthompson@hightstownborough.com](mailto:mthompson@hightstownborough.com) | Phone: (609) 490-5100

### 1. Complainant Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, ZIP: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Description of Incident

- Date of occurrence: \_\_\_\_\_
- Location or facility involved: \_\_\_\_\_
- Describe what happened (attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Have you discussed this issue with any Borough staff?

Yes     No

If yes, please provide name(s) and approximate date(s):  
\_\_\_\_\_  
\_\_\_\_\_

### 4. What specific action or resolution are you seeking?

  
\_\_\_\_\_  
\_\_\_\_\_

## 5. Signature and Date

I certify that the information above is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### For Borough Use Only

- Date Received: \_\_\_\_\_
- Received by: \_\_\_\_\_
- Action Taken: \_\_\_\_\_
- Response Sent (Date): \_\_\_\_\_
- Follow-Up Required:  Yes  No

## Appendix B: Facility Evaluation Checklist

### Borough of Hightstown – ADA Facility Accessibility Review

Use this checklist to assess Borough-owned buildings, parks, and facilities for accessibility compliance.

Category	Item to Review	Meets Standards?	ADA Comments / Required Actions
<b>Exterior Access</b>	Designated accessible parking spaces provided and properly signed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Accessible route from parking to main entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Ramps or curb cuts where grade changes occur	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Entrances</b>	Door handles operable with one hand (no tight grasping or twisting)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Entrance doors provide minimum 32" clear width	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Interior Circulation</b>	Corridors and aisles at least 36" wide	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elevator or lift available if multi-story	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Restrooms</b>	At least one accessible restroom per floor or building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Grab bars, sink height, and clear floor space compliant	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Signage</b>	Tactile/Braille signage at permanent rooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Directional signage to accessible routes/restrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Communication Access</b>	Assistive listening devices available for meetings if requested	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Website and public documents accessible (WCAG 2.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Outdoor Facilities</b>	Park pathways and play equipment accessible	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Benches, tables, and restrooms ADA compliant	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Emergency Access</b>	Audible and visual alarms operational	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Emergency egress routes accessible	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C: Facility Prioritization Table

### Borough of Hightstown – ADA Transition Implementation Schedule

*(Adapted from ADA Title II guidance and scaled to Borough facilities)*

Facility / Location	Barrier Type	Proposed Action	Priority	Target Year	Responsible Department
Borough Hall (156 Bank St.)	Restroom access, counter height	Modify fixtures and counters to meet ADA; add signage	High	2026	DPW / Clerk / Admin
Public Works Garage	Parking, entry routes	Create marked accessible parking; pave access route	High	2026	DPW
Police Substation (Mercer St.)	New construction	Incorporate ADA standards in all building design	High	2026	Engineering / PD
Dawes Park	Pathways, benches	Install ADA surfacing and benches; ensure accessible route from parking	Medium	2027	DPW
Association Park	Picnic and seating areas	Retrofit picnic areas for wheelchair clearance	Medium	2027	DPW
Memorial Park	Parking and restrooms	Upgrade signage and accessible stall; improve restroom access	Medium	2028	DPW
Sidewalk & Curb Ramps (Borough-wide)	Intersections lacking ADA curb cuts	Add curb ramps with detectable warning surfaces	Ongoing	Annual	Engineering / DPW
Borough Website & Communications	Digital access	Ensure WCAG 2.1 compliance for all PDFs and meeting materials	High	2026	Admin / Clerk
All Borough Facilities	Annual inspections	Maintain accessible features; update as needed	Continuous	Annual	ADA Coordinator / DPW

## Appendix D: Public Notice of ADA Plan Availability

### PUBLIC NOTICE

#### Borough of Hightstown – Americans with Disabilities Act (ADA) Transition Plan

In accordance with the Americans with Disabilities Act (ADA), the Borough of Hightstown has developed a Transition Plan to ensure that its services, programs, and facilities are accessible to all residents and visitors.

The Plan identifies existing barriers to accessibility, prioritizes facility improvements, and outlines a long-term implementation schedule. The Borough welcomes public input on this document and on accessibility issues within the community.

#### Copies of the ADA Transition Plan are available:

- Online at [www.hightstownborough.com](http://www.hightstownborough.com)
- In the Borough Clerk's Office, 156 Bank Street, Hightstown, NJ 08520
- In alternate formats upon request

#### Public comments may be submitted to:

Mairead Thompson, ADA Coordinator  
Borough of Hightstown  
[mthompson@hightstownborough.com](mailto:mthompson@hightstownborough.com) | (609) 490-5100

## ADA TRANSITION PLAN DRAFT

- Draft of Transition Plan presented to Borough Council: December 1, 2025
- Draft of Transition Plan available to the public December 2, 2025, via [www.hightstownborough.com](http://www.hightstownborough.com) or by contacting Peggy Riggio, Borough Clerk at (609)490-5100 ext. 628 or by email at [priggio@hightstownborough.com](mailto:priggio@hightstownborough.com).
- Hightstown Borough Council will hold a public hearing on the ADA Transition Plan on December 15, 2025, at the Hightstown Borough Council meeting. 6:30 p.m. Hightstown Firehouse Hall, 140 North Main Street, Hightstown.
- Following the Public Hearing, Borough Council may adopt the ADA Transition Plan by resolution.