

**VILLAGE OF CHAUNCEY,  
STATE OF OHIO  
RESOLUTION NO. 2025-21**

**A RESOLUTION AUTHORIZING THE MAYOR TO ESTABLISH RULES  
AND POLICIES TO ENSURE THE VILLAGE'S COMPLIANCE WITH  
THE AMERICANS WITH DISABILITIES ACT**

**WHEREAS**, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as Amended, requires the Village to provide reasonable accommodation in rules, policies, practices, and procedures to people with disabilities; and

**WHEREAS**, it is necessary for the Village to establish rules and policies to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as Amended; and,

**WHEREAS**, it is necessary for the Village to establish rules and policies for hearing and deciding grievances under Section 504 of the Rehabilitation Act of 1973; and,

**WHEREAS**, Council finds it necessary and in the best interest of the Village to authorize the Mayor to establish and adopt such rules and policies as may be necessary to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as Amended;

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Village of Chauncey, State of Ohio, as follows:

**Section 1.** Council hereby authorizes the Mayor to establish and adopt such rules and policies as may be necessary to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as Amended.

**Section 2.** The initial policy for the Village for a reasonable accommodation policy is set forth in **Exhibit A**, which is incorporated herein by reference in its entirety for all purposes. The Mayor shall have full discretion to change or modify the reasonable accommodation policy as may be needed from time to time to keep the policy current with changes in the law.

**Section 3.** The initial policy for the Village for a Section 504 grievance process policy is set forth in **Exhibit B**, which is incorporated herein by reference in its entirety for all purposes. The Mayor shall have full discretion to change or modify the reasonable accommodation policy as may be needed from time to time to keep the policy current with changes in the law.

**Section 4.** Council hereby finds all of its deliberations relating to this Resolution and to the award of the contract authorized herein were conducted in compliance with the Ohio Open Meetings Act and other applicable law.

**Section 5.** This Resolution shall be in full force and effect at the earliest time permitted by law.

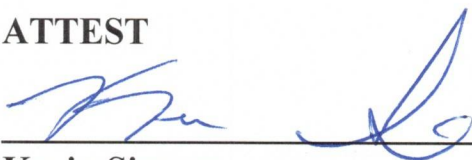
First reading: 10/09/2025  
Second reading: 11/13/2025  
Third reading: 12/11/2025

**RESOLVED THIS 11th of December, 2025**

**ATTEST**


  
\_\_\_\_\_  
**Evalyn Nagy**  
**President of Council**

**ATTEST**

  
\_\_\_\_\_  
**Kevin Simons**  
**Village Fiscal Officer**

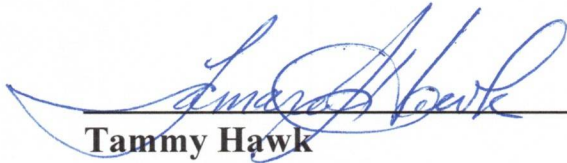
**APPROVED AS TO FORM**

**ACKNOWLEDGED**



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**Jonathan E. Robe**  
**Solicitor**



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**Tammy Hawk**  
**Mayor**

## CERTIFICATION OF POSTING/PUBLICATION

The foregoing is a true copy of RESOLUTION 2025-21.

Publication of this RESOLUTION was made by posting a copy on the Village's website at <https://villageofchauncey.com/> and the Village's social media page at <https://www.facebook.com/VillageofChauncey> on \_\_\_\_\_.

Publication of this RESOLUTION was also made by posting this copy at five public locations within the Village as follows:

Village Hall Date \_\_\_\_\_

Chauncey Marathon Date \_\_\_\_\_

CeeDee Carryout Date \_\_\_\_\_

Post Office Date \_\_\_\_\_

Library Date \_\_\_\_\_

Other Date \_\_\_\_\_

Attest: \_\_\_\_\_

Date \_\_\_\_\_

Kevin Simons  
Fiscal Officer



## **SECTION 504 GRIEVANCE PROCEDURE**

It is the policy of The Village of Chauncey not to discriminate on the basis of disability. The Village of Chauncey has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Village Administrator, 740-797-2031, who has been designated to coordinate the efforts of the Village of Chauncey to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Village of Chauncey to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 15 business days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Village of Chauncey relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Chauncey Village Council within 15 business days of receiving the Section 504 Coordinator's decision. The Chauncey Village Council shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Village of Chauncey will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.



TAMARA HAWK  
MAYOR

42 CONVERSE ST, CHAUNCEY, OH 45719

740-797-2031

## REASONABLE ACCOMMODATION POLICY

**PURPOSE.** It is the policy of the Village of Chauncey, pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as Amended, to provide reasonable accommodation in rules, policies, practices, and procedures to people with disabilities. The purpose of these provisions is to provide a process for making requests for reasonable accommodation to services provided by the Village of Chauncey.

All officials of the Village of Chauncey involved in the application, review, consideration, and/or enforcement of the terms and conditions of the reasonable accommodation policy contained herein shall be guided by, and shall adhere to, the criteria set forth in the Procedure below.

Nothing in this policy shall require persons with disabilities to seek reasonable accommodation under this policy.

## PROCEDURE.

Requests for reasonable accommodation shall be made to the Village Administrator. Such requests may be made in a written format that explains what change or modification is requested and explains how that change or modification will eliminate a barrier to service. The Village Administrator shall issue a written decision within 15 business days of the date of the request and may grant the reasonable accommodation request with or without modification or deny the request.

When deciding whether a requested accommodation is reasonable, the Village Administrator shall consider criteria such as: (1) if the request for accommodation is necessary to eliminate a barrier to access of services; (2) if the requested accommodation poses an undue hardship or a substantial burden on the Village of Chauncey; and (3) whether the requested accommodation requires a fundamental alteration of the Village of Chauncey services.

If necessary to reach a decision on the request for reasonable accommodation, the Village Administrator may request further information from the applicant. The Village Administrator will not inquire into the nature or severity of a person's disability or require confidential medical records or information. However, the Village Administrator may request reliable disability-related information that describes the needed accommodation and shows the relationship between the person's disability and the need for the requested accommodation.

The written decision of the Village Administrator on the request for reasonable accommodation shall explain in detail the basis of the decision, and all written decisions shall give notice of the right to appeal in accordance with our Grievance Procedure.

Reasonable accommodation requests and the response to the request will be kept in a log maintained by the Village Administrator.