

Mayors Advisory Committee on Persons with Disabilities

July 25, 2017 – 7:00 PM

55 Reid Street, South River, NJ

Meeting called by: Teresa Hutchison, Chair
Vice-Chair: Lori Harris-Ransom
Secretary: Mary Ann Hoffman

Type of Meeting: Regular

Committee Members:

John Brodzicki, Anita Chadha, Lori Harris-Ransom, Douglas Heine, Mary Ann Hoffman, Teresa Hutchison, Lynn Meloni, Robyn Prasek, Mary Wilk

Community Liaison:

James Gurchensky, South River Borough Council Liaison
Danielle Oswald, President of SEPTA (Special Ed PTA) of South River

Agenda

Approval of Minutes: April 19, 2017

Attachment A

Old Business:

1. Committee Activities
 - a. April 19, 2017 Meeting ~ Action/Follow Up Items **Attachment B**
 - b. Relay for Life, Denny Stadium (Saturday, May 13, 2017)
 - c. Pack a Picnic and Pack the Park, Fitzpatrick Field (Saturday, June 3, 2017)
2. SEPTA – Report by Danielle Oswald

New Business:

- Revision to Committee Bylaws **Attachment C**
Suggestions for Future Workshops/Events:
 - * National Night Out (Tuesday, August 1, 2017)
 - * South River End of Summer Festival & Fireworks (August 23, 2017)

Public Comments

Board Liaison Comments

Committee Member Comments

Next Meeting Date: Tuesday, October 24, 2017 @ 7:00pm

**Mayor's Advisory Committee on Persons with Disabilities
Borough of South River**



Mission: *“To review various forms of assistance, guidance and programs, provide information to handicapped and disabled residents and provide advisory reports to the Mayor and Council.”*

Committee Composition:

Teresa Hutchison, Chairperson	Lynn Meloni (absent)
John Brodzicki	Robyn Prasek (absent)
Anita Chadha (absent)	Mary Wilk
Lori Harris-Ransom, Vice Chairperson (absent)	James Gurchensky, Council Liaison
Douglas Heine	Danielle Oswald, President of SEPTA, Liaison
Mary Ann Hoffman, Recording Secretary	

Meeting Minutes – April 19, 2017

The 38th regular meeting of the *Mayor's Advisory Committee on Persons with Disabilities* of the Borough of South River, NJ, was held on Wednesday, April 19, 2017, at the South River Human Resources Building, 55 Reid Street.

Teresa Hutchison, Chairperson, called the meeting to order at 7:02pm, with a majority of members in attendance

Approval of January 25, 2017 Minutes: Mary Wilk made a motion to approve the minutes and seconded by John Brodzicki, the minutes were approved unanimously.

Old Business:

Chairperson Hutchison reported on the Fire Safety Presentation held at South River Landing on February 16, 2017. Fire Marshal Art Londensky presented to the seniors, providing excellent fire safety information, including tips for cooking, and other safety measures. It was followed by a question and answer session. There was a great deal of interaction between Art & the residents, which made the residents feel more secure. He did note that the building is equipped with a fire suppression system and the Fire Department has worked with their staff on an evacuation plan. Teresa noted that John Brodzicki, Jimmy Gurchensky, Mary Ann Hoffman, Anita Chadha & herself were present. Afterwards everyone enjoyed a sheet cake & coffee.

It was suggested that the ACPD put together a commendation from this committee recognizing the excellent work Art has done. It will be presented to the Mayor. Jimmy will work on the resolution, and pass it along to Mary Ann. The presentation will be made at a future Borough Council meeting.

Mary Ann Hoffman reported on an ADA Coordinators Meeting & Luncheon that she attended with Danielle Oswald on March 28, 2017 at the Pines Manor in Edison, NJ. The first speaker was Jennifer Perry from the North East ADA Center. Ms. Perry provided an overview of the activities of the Center, which is located at Cornell University. There are online factsheets, technical assistance and disability statistics,

just to name a few. One of the emerging issues concerns websites that are accessible to sight impaired individuals. Danielle showed the accessibility tool bar that she added to the SEPTA website for visually impaired individuals.

Douglas Heine noted that he uses *ZoomText* to magnify a computer screen. Speech is also incorporated in it. Mary Ann reported that the Borough is redesigning its web site. This type of accessibility should be incorporated on the web site. It was suggested that a memo, addressed to the South River Communications Committee, be written by Mary Ann, under Teresa's signature, to add this accessibility when redesigning the Borough website.

Danielle reported that Highland Park has an ordinance that allocates part of the fees collected from parking tickets associated with handicapped parking to their oversight Committee for its activities. We will look into asking the Borough Council if they can take a similar action.

Danielle will contact Highland Park to see how they handle the allocation. She will get the details and see if it would work in South River. John is going to talk to Kevin Nielsen.

Danielle Oswald reported on SEPTA activities, noting that tomorrow evening they are hosting a Stress Management presentation at the Library, 6:30pm. Ken Friedman will be making the presentation. She will share it on the committee's Facebook page. Teresa agreed to share it with other Facebook pages. Kids on the Block performances are in May for the second grade class. The performances are intended to recognize and accept different abilities among the students. Scholarship applications are coming up. The amounts offered will be \$100.00. Applicants must be a graduating senior from SRHS with an IEP, and they must be enrolling in continuing education programs, i.e., VoTech, business, trade schools, or college for the fall 2017 semester.

New Business

The following suggestions for Future Workshops/Events were made:

- * Relay for Life, Denny Stadium (Saturday, May 13, 2017)
 - o It was noted that it may be too hot out for that event. Danielle will look into who is running it this year.
 - o Jimmy noted that there is a Vendor Fair on April 29th to support the SRFD team.
- * Pack a Picnic and Pack the Park, Fitzpatrick Field (Saturday, June 3, 2017)
 - o Mary Ann is going to look into this and get more details.
- * National Night Out (Tuesday, August 1, 2017)
 - o Mary Ann will contact Jennifer Perry from the North East ADA Center to obtain printed materials to hand out at the event.
- * South River End of Summer Festival & Fireworks: It was noted that there would be two fireworks in South River this year. There will be one on July 4th and one on or about August 23rd.

Presentation

Joe Amoroso, Director of the Department of Human Services, Division of Disabilities for the State of New Jersey was scheduled to make a presentation to the Committee. It

was reported that Mr. Amoroso would not be able to attend the meeting due to a meeting conflict. He has indicated that he would like to be part of our quarterly meetings. Teresa indicated that he will be invited to the next meeting.

Public Comments

Board Liaison Comments: There is a presentation on Sunday, April 23, 2017 on the history of the South River Police Department. This is to commemorate the 100th Anniversary of the founding of the Police Department.

Committee Member Comments: It was requested that the mission statement be included in the minutes.

MISSION STATEMENT OF THE ACPD:

“To review various forms of assistance, guidance and programs, provide information to handicapped and disabled residents and provide advisory reports to the Mayor and Council.”

Teresa is going to provide this Committee with committee bylaws. They are included as **Attachment A** to these Minutes. Mary Ann will talk to the Librarian to see if it is possible to equip a computer at the South River Public Library for the visually impaired.

Motion: Mary made a motion to adjourn the meeting, seconded by John, approved unanimously. The meeting was adjourned at 8:12pm

Next Meeting Date: Tuesday, July 25, 2017

Attachment B

Mayors Advisory Committee on Persons with Disabilities April 19, 2017 ~ Action/Follow Up Items

<p>Draw up a resolution that the ACPD recognizes the excellent work done by Art Londensky, and thank him for his service. It was suggested that this resolution would be presented at a South River Borough Council Meeting. Jimmy Gurchensky will work on the wording of the resolution, and pass it along to Mary Ann Hoffman (Gurchensky/Hoffman)</p>	<p><i>Pending</i></p>
<p>The Borough is currently redesigning its web site. The ACPD will send a letter, under Chairperson Hutchison's signature, recommending that options be added to the web site to assist visually impaired individuals. (Hoffman/Hutchison)</p>	<p>South River Communications Committee Co-Chair Sandra Adelino Co-Chair John Costello <i>Completed</i></p>
<p>Danielle Oswald will contact Highland Park officials (Commission for Universal Access; universalaccesshp@gmail.com; 732-572-3400) to find out how fines associated with handicap parking spaces are allocated to their Commission for activities. John Brodzicki will speak with Kevin Nielsen concerning the tickets (Oswald/Brodzicki)</p>	<p><i>Pending</i></p>
<p>Relay for Life: Danielle Oswald will find out who is in charge of Relay for Life this year. (Oswald)</p>	<p><i>Pending</i></p>
<p>Mary Ann Hoffman will find out more about Pack a Picnic and Pack the Park, Fitzpatrick Field (Saturday, June 3, 2017) (Hoffman)</p>	<p><i>Completed:</i> Emailed information to Chair Hutchison</p>
<p>Mary Ann Hoffman will contact Jennifer Perry, Northeast ADA Center to see if we can obtain printed materials to hand out at Borough events. (Hoffman)</p>	<p>Jennifer Perry from the North East ADA Center jl359@cornell.edu <i>Completed:</i> Materials received</p>
<p>Mary Ann Hoffman will include the ACPD Mission Statement and Bylaws in the April 19th Minutes. (Hoffman)</p>	<p><i>Completed:</i> May 2017</p>
<p>Mary Ann Hoffman to talk to the Librarian at the South River Public Library about possibly equipping a computer at the Library for the visually impaired. (Hoffman)</p>	<p><i>Pending</i></p>

**Mayor's Advisory Committee on ~~Handicapped and~~
~~Disabled~~ Persons with Disabilities
Borough of South River
~~By Laws~~ Bylaws**



Mission: *"To review various forms of assistance, guidance and programs, provide information to handicapped and disabled residents and provide advisory reports to the Mayor and Council."*

Article I – Name and Purpose

Section I

This Committee shall be known as the "Mayor's Advisory Committee on ~~Handicapped and Disabled~~ Persons with Disabilities".

Section II

The Mayor's Advisory Committee on ~~Handicapped and Disabled~~ Persons with Disabilities is being organized to review various forms of assistance, guidance and programs to the handicapped and disabled residents of the Borough of South River. To make available information to the residents, provide an advisory report of its activities to the Mayor and Council of the Borough of South River for further review and determination.

Article II – Membership

Section I

The Committee shall consist of up to 11 members who have demonstrated leadership, interest and involvement in handicapped and disabled issues. In addition to these members shall be a liaison of the Borough Council and the Mayor or his designated alternative, shall serve as ex officio member. Other liaisons shall be appointed, who have a direct/vested interest in the Committee's activities.

Section II

In the event of a vacancy, the Mayor shall appoint an individual who shall serve for the balance of the unexpired term.

Article III – Meetings

Section I

The Committee shall meet at least quarterly, on the fourth Wednesday at 7:00pm of January, April, July and October with special meetings to be added as necessary. Meetings shall be held in the upper meeting room at 55 Reid Street.

Section II

During the month of January each year, at the regularly scheduled meeting, there shall be the election of officers, adoption and signing of the "~~By Laws~~ Bylaws".

Section III

Special meetings may be called at the discretion of the ~~Chairman~~ Chairperson and/or any three members thereof and with a direct phone call or five days prior notice by mail to all of the Committee members.

Article IV – Duties of Officers

Section I

It shall be the duty of the ~~Chairman~~ Chairperson to preside at all meetings of the Committee and perform all duties usually pertaining to this office.

Section II

The Vice ~~Chairman~~ Chairperson shall perform all duties of the ~~Chairman~~ Chairperson in the absence or disability of the ~~President~~ Chairperson.

Section III

It shall be the duty of the Recording Secretary to keep minutes of the meetings.

Article V – Election of Officers

Section I

The ~~Chairman~~ Chairperson and, Vice ~~Chairman~~ Chairperson and Recording Secretary shall be elected at the first meeting in January each year. A majority vote of the ~~board~~ Committee is required for election. Should there be more than two nominees for an office and no one has a majority on the first vote, a second vote shall be taken after dropping all candidates but the two having the most votes.

Section II

Should any office become vacant during the year, a special election to fill such vacancy shall be held at the next regular meeting of the Committee.

Article VI – Special Subcommittees

Section I

The ~~Chairman~~ Chairperson shall be empowered to appoint such special subcommittees as he/she deem necessary at the time.

Section II

A majority of the Committee may at any meeting, delegate and empower any special subcommittee to act for the Committee on any special project.

Section III

Reports of the special subcommittee shall be submitted in writing to the ~~Chairman~~ Chairperson for duplication and distribution at the next regular meeting.

Article VII – Amendment

Section I

These "~~By-Laws~~ Bylaws" may be amended at any official meeting by a majority of the ~~board~~ Committee members.

Article VIII – Parliamentary Authority

Section I

Roberts' Rules of Order shall be the parliamentary authority on all matters not covered by the "~~By Laws~~ Bylaws" of the Committee.