



**TOWN OF PORT DEPOSIT
RESOLUTION 12-2026
CIVIL RIGHTS COMPLIANCE POLICY
SECTION 504, ADA, AND TITLE VI**

A Resolution by the Mayor and Council of the Town of Port Deposit to adopt a Civil Rights Compliance Policy to meet the of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (as amended).

WHEREAS, the Town of Port Deposit is a recipient of federal financial assistance through the United States Department of Agriculture Rural Development program and is required to comply with all applicable federal civil rights laws and regulations; and

WHEREAS, such laws include Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, which prohibit discrimination and require equal access to programs, services, and activities; and

WHEREAS, the United States Department of Agriculture requires recipients to adopt grievance procedures, provide public notice of nondiscrimination, and designate a Section 504 Coordinator as conditions of funding; and

WHEREAS, the Town of Port Deposit is committed to ensuring that all persons are afforded equal opportunity to participate in and benefit from its programs, services, and activities without discrimination.


NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Port Deposit that the Civil Rights Compliance Policy, including the designation of the Town Administrator as the Section 504 Coordinator, the adoption of grievance procedures, and the provision of public notice of nondiscrimination, is hereby approved and adopted; and

BE IT FURTHER RESOLVED that the Town shall implement and maintain these policies and procedures in accordance with all applicable federal requirements and shall take all necessary actions to ensure ongoing compliance with USDA Rural Development funding conditions.

IN WITNESS WHEREOF, we have set our hands and enacted Resolution 12-2026 on this 19th day of May, 2026.

(Signatures on next page)

MAYOR AND COUNCIL of the TOWN of PORT DEPOSIT, MARYLAND



Wayne Tome, Jr., Mayor

ABSENT

Kevin Brown, Deputy Mayor

ATTEST:

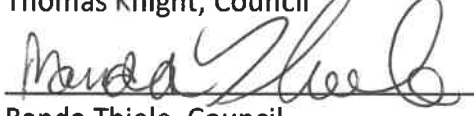

Town Administrator

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Daniel Berlin, Council



Thomas Knight, Council



Randa Thiele, Council

**TOWN OF PORT DEPOSIT
CIVIL RIGHTS COMPLIANCE POLICY
SECTION 504, ADA, AND TITLE VI**

This document establishes the Town of Port Deposit's policies and procedures to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and applicable USDA Rural Development funding requirements.

SECTION 1 – NONDISCRIMINATION POLICY

The Town of Port Deposit does not discriminate on the basis of race, color, national origin, disability, age, or sex in the administration of its programs, services, activities, or employment practices.

The Town shall take appropriate steps to ensure that all individuals have equal access to its programs, services, and facilities.

SECTION 2 – DESIGNATION OF SECTION 504 COORDINATOR

The Town Administrator is hereby designated as the Section 504 Coordinator for the Town of Port Deposit.

The Section 504 Coordinator shall be responsible for coordinating the Town's compliance with Section 504, the ADA, and related civil rights requirements.

Contact Information:

Title: Town Administrator / Section 504 Coordinator

Town of Port Deposit

64 South Main Street

Port Deposit, Maryland 21904

Phone: 410-378-2121

Email: vrinkerman@portdeposit.org

SECTION 3 – GRIEVANCE PROCEDURE

This grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. It may be used by any person who wishes to file a complaint alleging discrimination on the basis of disability or other protected status in the provision of services, activities, programs, or benefits by the Town of Port Deposit.

Step 1 – Filing a Complaint

Complaints must be submitted in writing to the Section 504 Coordinator within sixty (60) days of the alleged discriminatory act.

The complaint shall include:

- a. Name and contact information of the complainant.
- b. Description of the alleged discriminatory action.
- c. Date and location of the incident.
- d. Any relevant supporting documentation.
- e. Requested remedy or resolution.

Alternative means of filing complaints, such as personal interviews or accessible formats, will be made available upon request for persons with disabilities.

Step 2 – Investigation

Upon receipt of a complaint, the Section 504 Coordinator will review and investigate the complaint.

The Coordinator may request additional information and may interview witnesses or involved parties.

Step 3 – Response

Within thirty (30) days of receipt of the complaint, the Section 504 Coordinator will provide a written response to the complainant.

The response will include findings, conclusions, and any proposed corrective actions or remedies.

Step 4 – Appeal

If the complainant is not satisfied with the response, an appeal may be submitted in writing within fifteen (15) days of receipt of the response.

The appeal shall be reviewed by the Mayor or designated official.

A final determination will be issued within thirty (30) days of receipt of the appeal.

SECTION 4 – NON-RETALIATION

The Town of Port Deposit prohibits retaliation against any individual who files a complaint or participates in an investigation under this policy.

SECTION 5 – PUBLIC NOTICE OF NONDISCRIMINATION

The Town of Port Deposit shall provide public notice of its nondiscrimination policy and grievance procedures.

The notice shall state that the Town does not discriminate on the basis of race, color, national origin, disability, age, or sex and shall include contact information for the Section 504 Coordinator.

The notice shall be posted in the following locations:

- a. Town Hall.
- b. The Town's official website.
- c. Other public locations as appropriate.

SECTION 6 – ACCESSIBILITY AND ACCOMMODATIONS

The Town shall make reasonable accommodations and modifications to ensure access to programs and services for individuals with disabilities.

Requests for accommodations should be directed to the Section 504 Coordinator.

SECTION 7 – RECORDKEEPING

The Town shall maintain records of all complaints, investigations, and resolutions.

These records shall be retained in accordance with applicable federal and state requirements.

SECTION 8 – ADOPTION

This policy is hereby adopted by the governing body of the Town of Port Deposit on this 19th day of May, 2026 and shall remain in effect until amended or repealed.

A full copy of the policy may be obtained at the Town Hall during normal business hours.

ATTEST/WITNESS



Town Administrator

TOWN OF PORT DEPOSIT



Mayor Wayne Tome, Jr., Mayor
Chief Elected Official