BOROUGH OF SOUTH PLAINFIELD
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FROM: Amy Antonides, Municipal Clerk

SUBJECT: **Legal Notice – Annual 2026 Reorganization Meeting**

NOTICE:

Please be advised that the Mayor & Council of the Borough of South Plainfield will hold their annual reorganization meeting on Monday, January 5, 2026 at 7:00 p.m. as a hybrid of both in-person and virtual at Borough Hall located at 2480 Plainfield Avenue, South Plainfield, NJ. Action will be taken. For ADA assistance please notify the Municipal Clerk at least five business days prior to the scheduled meeting and specify the requirements needed to best assist you

The virtual sessions are based upon being technologically feasible, and as a convenience only. The public should be aware that virtual connectivity can possibly fail due to matters beyond our control. For those members of the public who wish to attend the meeting electronically may do so by following the below instructions:

VIRTUAL LOGIN INSTRUCTIONS:

1. Open a Web Browser, internet Explorer, Microsoft Edge or Chrome.
2. IPAD must have IOS 10.0 or better.
   Type in the following, https://boroughofsouthplainfield.my.webex.com press enter.

3. You can join the meeting by entering the code, **(126 663 1990).** Press Enter.
4. You can click Join Meeting or click on the arrow at the end of the green box.
5. If you click on the arrow you will have a choice to use your browser or download the software.
6. Make a choice, then click on join meeting.
7. Follow the prompts.
8. Click on enter.
9. Click on Join Meeting.
10. If the Host has not joined, you see a blue bar that says notify host.
11. Click on this, enter the letters, click on notify host.
12. You will be admitted as soon as the host logs on.
13. As soon as you are admitted if you do not have audio on your computer do as follows.
14. In the upper left of the box you will see a circle, place your mouse over it and click once.
15. This brings up the meeting information.
16. The call-in number is listed here, it is also on the directions.
17. Please call the number listed 1-646-992-2010
18. Access Code 126 663 1990 followed by #
19. Enter Attendee ID # or press #
20. **By downloading the desktop app, you will have the option to virtually raise your hand**.
21. Go back to step #6.
22. Choose Use Desktop app or web app.
23. If you choose web app, click on Join Meeting. the next screen will ask for your name and email address
24. Please enter the information and press Next.

25. Press Skip if you do not want to check out the Audio & Video preview window.
26. Click on Join Meeting.
27. You can close this dialogue box.
28. You will see the meeting video show up.
29. If you wish to ask a question you must download the **desktop app!**
30. Go back to step #6 and start over.
31. Follow instructions listed.
32. At the appropriate time you will be notified by chat or over the phone the council will take questions on agenda items only.
33. If you choose the desktop app you will see the download button in the center of the screen.
34. Please click on it to download the software.
35. Run the software install.
36. You will be asked to sign in, click on use as guest press enter.
37. On the window that opens, put in the meeting ID.
38. ID is **(126 663 1990**), press enter.
39. Click on the green button, Join.
40. Click on green button, Join Meeting.
41. This brings you to the meeting room.