

BOROUGH OF SOUTH PLAINFIELD  
2480 Plainfield Avenue  
South Plainfield, New Jersey  
908-226-7606  
aantonides@southplainfieldnj.com

TO: The Observer  
The Star Ledger

FROM: Amy Antonides, Municipal Clerk

DATE: September 17, 2024

SUBJECT: TRANSMITTAL AND ADVISORY NOTICE

**THIS NOTICE IS FOR TRANSMITTAL AND ADVISORY PURPOSES ONLY. IF YOU CHOOSE TO PUBLISH THIS NOTICE IT IS AT YOUR EXPENSE.**

**TRANSMITTAL ADVISORY NOTICE:**

An all-virtual special meeting of the South Plainfield Mayor and Council has been scheduled for Monday, September 30, 2024 beginning at 7:00 p.m. at the Municipal Building located at 2480 Plainfield Avenue, South Plainfield, New Jersey 07080. The purpose of the meeting is to conduct a public hearing and potential adoption of Ordinances 2325 and 2326 that provide for compensation of various part-time employees of the Borough of South Plainfield. Action is anticipated to be taken. Virtual log-in instructions as follows:

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.

Amy Antonides, RMC/CMC/CMR  
Municipal Clerk