



BOROUGH OF SPRING LAKE HEIGHTS

555 Brighton Avenue • Spring Lake Heights, New Jersey 07762

www.springlakehts.com

TELEPHONE 732-449-3500

FAX 732-449-3535

April 2, 2020

Christopher M. Campion,
Jr
MAYOR

This Monday, April 6, 2020, the Borough of Spring Lake Heights will conduct its regularly scheduled meeting in a modified format. This will be a hybrid local and remote meeting. The objective is to allow participants to attend the meeting virtually from the safety of their own homes. Anyone connecting remotely will be able to participate in the meeting during public sessions.

Borough hall will be open for seating to anyone who does not have access to technology. Those coming to borough hall are to use the back door through the police lobby entrance. Please take seating in opposite aisles and skip rows to achieve spacing between other attendees. Social Distancing policies must always be maintained. Contactless Purell hand sanitizer stations are in the corridor. Borough Hall has been thoroughly sanitized by a third-party vendor.

The meeting will be done through the platform "Zoom". There is a web-based application that can be used on computers, as well as mobile applications for Android and Apple products. Additionally, a telephone call in option is available for those wishing to use telephone service to dial in. The instructions to connect are listed below.

Members of the public who join will be muted for the meeting. At the public comment section, we will open the public comment section and unmute call ins to allow the opportunity to speak. Please be respectful and patient. Everyone who wishes to comment will be permitted to do so. If you are using the web or mobile platforms to connect, you have an option to "Raise your hand" to speak. Please see instructions below to do so.

This meeting is occurring to ensure that the high level of service being provided in this difficult time is properly maintained. The Council and I intend to address essential business only.

This meeting will be recorded as well as live streamed to the borough Facebook page, located at <https://www.facebook.com/SpringLakeHeights/> .

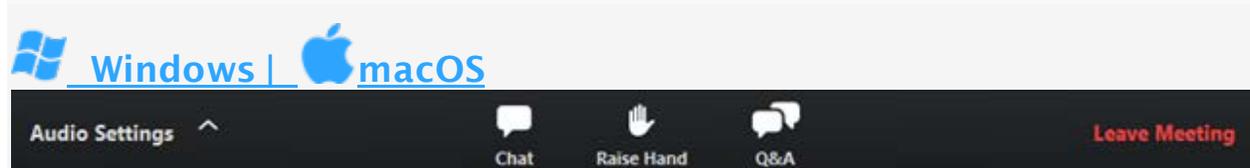
To Call in With Telephone: (No Computer Needed)

- Dial **(646) 558-8656** from your telephone
- When prompted, enter the meeting ID, followed by pound. **790 273 734 #**
- You will be asked to enter participant ID. We do not have them. **Press # to continue.**
- You are now joined to the session. You will hear notification that are you muted, and the session is being recorded, then you will be able to hear the session.
- During the public comment section, all participants will be unmuted to speak. If you wish to comment, please state your name and address. You will be recognized and have the floor to speak.
- Following public comment section, all participants will be muted again for the duration.

To Join From your PC, MAC, iPhone, or Android Device:

- Click on this link: <https://us04web.zoom.us/j/790273734>
- If you are prompted to download the utility, click “Run” or “Open” and allow the application to run.
- If you are prompted to “Open Zoom”, click “Open”, “Yes”, or “Allow”.
- If you are promoted to allow access to Camera or Microphone, click “Yes” or “Allow”.
- If you are prompted to enter your email address and name, please do so and click “Connect”
- Use the following instructions to navigate the tool:

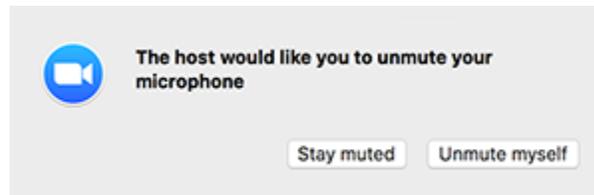
Webinar controls



Audio Settings (only visible if the host hasn't granted you permission to talk): Change your [audio settings](#). You can also click the upward arrow (^) next to change your speaker.

Unmute/Mute: If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.

Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.



Chat: Open [in-meeting chat](#), allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

Raise Hand: [Raise your hand](#) in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

Question & Answer: Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

Leave meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

Christopher M. Campion, Jr

Mayor

Borough of Spring Lake Heights