

Nickoles Stankowski <opra+request-15523-98d7c612@requests.opramachine.com>

7/24/2020 12:58 AM

OPRA request - Current construction Clerk

To OPRA requests at Clementon Borough <j.johnson@clementon-nj.com>

Dear Clementon Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Requesting her complaint against Black lives matter flyers being hung up as well as the video from the municipal election building viewing her outside and inside the building with the fliers she tore down. Including her schedule as well as her employment record including her previous employment and all past and current complaints and the reason she was removed from her previous position. Also the names of the other applicants and her as well as the other 24 applications for her current position when hired.

Yours faithfully,

Nickoles Stankowski

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-15523-98d7c612@requests.opramachine.com

Is j.johnson@clementon-nj.com the wrong address for OPRA requests to Clementon Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=clementon_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/current_construction_clerk

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

Minutes 3.6.18

NEW BUSINESS:

None

PRIVILEGE OF THE FLOOR:

Carmen Renninger, 2 Dover Court last time she was before the council was July 11, 2017 when she was discussing Soltera and now she is discussing Republic Services. She is disappointed on how it has been rolled out. She has sent several emails to Mr. Freiling and he is non-communicative. She spent a whole year monitoring Soltera. The new contract has been in effect since February and she knows there will be some glitches to work out but the situation is not getting any better. Anytime they do have a conversation or get a hold of Mr. Freiling they do not get any real answers. The pickup dates have changed; the bulk trash is not being picked up, no consistency and still getting subpar service. Her question to Mayor and Council is why Mr. Freiling is not responding to her. He is a public official and is basically blowing her off. Councilman Fisher stated that she is doing the right thing by coming to the meeting and is not sure why Rob Freiling is not getting back to her. She does not want to spend another year sending reports. Melvin Applegate at least responded to her. Mr. Freiling does not respond and she is irritated. Councilman Fisher stated that a meeting with Republic Services got cancelled due to the weather. Mayor Weaver wasn't aware that he was not responding to Ms. Renninger and he will speak to the Administrator to find out why Mr. Freiling has not responded. Ms. Renninger said it's not as if Mr. Freiling has not gotten to her reports. At some point this needs to run more smoothly. The Mayor Weaver said that they will look into this and with taking on his new role, Mr. Freiling has a lot on his shoulders. Councilman Fisher stated that she should copy Jenai Johnson on the emails.

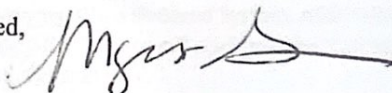
John Martorana 118 Chelsea Circle, in reference to the previous complaint, he lives in the same development and he wants to know if she had contacted the board of Heritage Square and Ms. Renninger stated yes, she is married to him. Mr. Martorana stated people park in front of the cans and they can't be picked up. He stated that Mr. Freiling did email that one truck was down and also mentioned in the email that the date pickup has changed and that he is responding to emails. He said that the committee installed new landings to make trash pickup more accessible. Mr. Martorana said he has seen a little improvement.

EXECUTIVE SESSION:

Discussion regarding personnel matter/employment relationship with Deputy Municipal Clerk (to be discussed in open session per written request of Deputy Clerk). Mayor Weaver asked for discussion, Councilwoman Nucera asked Solicitor Botcheos to clarify what needed to be done. Solicitor Botcheos said that in order to make a motion that the council would have to go out of executive session. Solicitor Botcheos said that there was a RICE notice sent out to the individual councilman Fisher said yes there was. But before you can vote you have to go out of the executive session. Mayor Weaver stated that he was waiting for someone to start the discussion regarding personal matters and the relationship with the deputy municipal Clerk. Councilwoman Nucera said she was ok to go back into open session and Councilman Fisher agreed. Councilman Shaw asked why there wasn't a discussion held last year for a yearly appointment and what they were going to go back into open to vote on. Councilwoman Nucera said that they can back into open and make a motion to reappoint Adrienne Guernon as Deputy Clerk. Councilwoman Nucera said she wasn't there to air anyone's dirty laundry. Mayor Weaver asked each councilperson individually if they had anything to discuss all replied no. At 7:57pm Councilman Armbruster left the meeting. At 8:01 pm, Councilman Fisher motioned to close executive session and go back into open session, Councilwoman Nucera seconded, Mayor Weaver asked all in favor and none were opposed. The Mayor asked if there was any type of action before adjournment. Councilwoman Nucera made a motion to appoint Adrienne Guernon as Deputy Clerk for 2018, seconded by Councilwoman Milano. Roll call: Armbruster abstained; Councilman Fisher no; Councilman Milano no; Councilwoman Nucera no; Councilman Shaw yes; Councilwoman Strobl yes. The Motion was denied 3-2. No other business

ADJOURNMENT: Councilman Fisher motioned to adjourn at 8:04 PM, seconded by Councilwoman Nucera and hearing none opposed, motion was carried.

Respectfully submitted,
Margaret Giordano



Adrianne Guernon
137 Garfield Ave, Clementon, NJ 08021

Objective:

To obtain a part time position as clerk in the Municipal Clerk Department, where I can maximize my multilayer of written and communication skills, problem-solving abilities, computer skills, ability to work on tight schedules and professional experience to contribute to the Borough's goals and simultaneously provide increase efficiency and customer service to the Mayor, Council and the residents of Clementon.

Summary of Qualifications:

I am a results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the areas of, public service and communication. I am experienced in the field of state and local laws, rules, regulations, and policies, training, quality assurance, and customer service, with focus on providing the highest quality product.

Highlights of Qualifications:

- Outstanding ability to handle complaints from members of the community concerning municipal procedures, services, or employee behavior and make notification to the appropriate municipal agency for disposition
- Ability to see that proper relations are established and maintained among the personnel of the various departments and with the general public
- Ability to supervise the establishment and maintenance of extensive records and files
- Amazing ability to manage in fast environment
- Sound knowledge federal and state laws, regulations
- Outstanding ability to understand, remember, and carry out oral and written directions
- Sound knowledge of the sources and methods for obtaining information
- Superior analytical and critical thinking skills
- Ability to work nights and weekends as required
- Ability to see that operational procedures are followed and that desired objectives are achieved
- Ability to work effectively and harmoniously with members of the governing body and other municipal officials
- Superior communication skill
- Outstanding ability to prioritize work and multitask
- Outstanding ability of giving correct information to varied types of inquiries and of the statistical methods used in compiling sound, informative reports from the data collected
- Ability to supervise employees and evaluate their work performance
- Ability to prepare clear, sound, accurate, and informative reports when so directed and to maintain records and files
- Deep knowledge problems involved in the administration of municipal affairs
- Ability to provide heads of departments and others with needed advice and assistance when difficult problems arise
- Ability to make plans for effective utilization of available funds, personnel, equipment, materials, and supplies
- Ability to sort, index, file, and pull varied types of materials using an established filing system
- knowledge of both the OPRA and OPMA laws
- Ability to review applications and other documents for completeness and accuracy
- Ability to prepare narratives, reports and correspondences
- Ability to establish and maintain essential logs, records and files

RELEVANT SKILLS AND STRENGTHS

Communication

- **Phone Systems:** Cisco IP-Based System, AT&T Merlin
- **Phone skills:** Conference call, Call transfer, Call forwarding, Call waiting, Custom greetings, Welcome message, Voice mail, Calls on hold

- Excellent communication and interpersonal skills
- Ability to express self in writing and orally
- Outstanding spelling, punctuation and grammar

Clerical

- **Typing:** 45 words per minute
- Well versed in organizing files in chronological, alphabetical and numerical order
- Ability to retrieve any document in a timely manner
- Ability to handle invoices

Data Entry

- Exceptional typing speed
- Able to enter numeric data on a 10-key keypad

Computer

- **Platforms:** Windows 98/NT/2000/XP/Vista/7/8
- **Software:** Microsoft Word, Microsoft Works, Microsoft Excel, Microsoft Front Page, Microsoft PowerPoint, Microsoft Publisher, Microsoft Outlook
- **Internet:** Internet Explorer, Mozilla Firefox, Netscape, Google Chrome, AOL Explorer
- **E-mail:** AOL Mail, Gmail, Outlook.com, Yahoo! Mail

Filing

- Ability to:
 - Ensure filing systems are maintained and up to date
 - Define procedures for record retention
 - Ensure protection and security of files and records
 - Ensure effective transfer of files and records
 - Transfer and dispose records according to retention schedules and policies
 - Ensure personnel files are up to date and secure

Equipment

- Ability to operate fax machines, copiers, scanners and videoconferencing equipment

Interpersonal

- Team oriented and flexible
- High attention to detail
- Capacity to work under pressure
- Analytic thinking
- Honest, trustworthy and respectful
- Strong cultural awareness and sensitivity
- Sound work ethics
- Outstanding ability maintain strict confidentiality

Professional Accomplishments:

- Employed for 22 years as a communications professional with Camden County Department of Public Safety. Serving the past 9 years as a lieutenant of police communications.
- Exemplify leadership qualities and professionalism, backed by a consistent, verifiable record of achievement Awards:
 - New Jersey 9-1-1 Lifeline award for outstanding lifesaving services and exceptional contribution during an emergency.
 - Immediate Recognition
 - Job Performance during Hurricane Floyd
 - Employee of the Quarter
 - Camden County Department of Public Safety Communications for event on 5/24/1999
 - Camden County Department of Public Safety Communications for event on 4/29/1999
 - Camden County Department of Public Safety Communications for event on 9/25/1999
 - Camden County Department of Public Safety Communications for event on 8/18/1999
 - Camden County Department of Public Safety Communications for event on 10/3/2000
 - Camden County Department of Public Safety Communication for event on 8/18/2000
 - Camden County Department of Public Safety Communications for event on 5/15/2002

- Camden County Department of Public Safety Communications for event on 3/30/2003
 - Camden County Department of Public Safety Communications for event on 7/4/2002
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Professional Training & Certifications

- First Responder Domestic Preparedness Awareness
 - NWCG Basic Incident Command System I-200
 - NWCG Intermediate Incident Command System I-300
 - National Incident Management System (NIMS) IS-700
 - Investigative Uses of NCIC and CJIS
 - Coaching The Emergency Vehicle Operator II: Fire
 - Aviation Liaison Officer Program
 - Basic Emergency Medical Dispatch
 - Basic Emergency Medical Dispatch (recertification)
 - Fire Communications Officer (NFPA 1061)
 - How to Motivate, Manage, Lead A Team
 - CPR & AED
 - Basic Telecommunicator Training
 - Communications Training Officer
 - Ethics in the Workplace
 - Respect in the Workplace
 - Diversity in the Workplace
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Work Experience:

Borough of Clementon

2014-2018

Deputy Borough Clerk

Responsibilities

- Filing of memos and correspondences from public, professionals and business's
- Making sure the yearly renewals went out in the mail ex; mercantile, taxi cabs
- Responsible for the pension of employees for the entire Borough
- Assisted in doing monthly council meetings and preparing minutes, resolutions, and ordinances
- Made sure the ordinances went to the newspaper for adoption and final readings
- Responsible for boxing and recording old records to be destroyed for retention period
- Responsible for renting of the fire hall, kept records for auditors and the borough
- Worked directly with the public face to face at my office
- Assisted with Death Certificates and marriage licenses
- Assisted with scheduling of the rabies clinic
- Assisted with Construction Department which entailed
 1. Receiving applications for construction make sure all documents were present along with drawings if needed
 2. Scheduled appointments for rough and final inspections
 3. Input all inspections and application packets into the Road Runner program on the computer
 4. Determines the type of certificate required at job conclusion
 5. Assisted in Planning and Zoning and ran meetings
 6. Rental registration renewals and scheduling of inspections for Residential properties and Apartment complex's
 7. Answering of phone calls that come into office regarding the construction department
 8. Maintains inspection logs for all sub codes
 9. Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts
 10. Determines the type of certificate required at job conclusion

2003-2013 Senior Public Safety Telecommunicator (Lieutenant of Police Communications)

Responsibilities

- Supervising Police Dispatchers, Filed Communications and Training
- Assigns, directs, reviews, and evaluates the work of subordinate employees.
- Plans work schedules to ensure an even flow and distribution of work, expeditious handling of priority cases, and meeting of schedules and deadlines.
- Assigns tasks to provide new employees with the experience and training required to perform the work.
- Required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.
- Supervises the preparation of reports and statistical data.
- Maintains and updates NCIC, SCIC, and other records and files.
- Maintains a constant update on the status of emergency units in the field and of on-call personnel.
- Makes entries, inquiries, cancellations, and modifications of records in various systems and databases such as the National Crime Information Center (NCIC) and State Crime Information Center (SCIC), Stolen Vehicle File, Stolen License Plate File, Stolen-Missing Gun File, Stolen Article File, Wanted Person File, Stolen or Embezzled or Counterfeited or Missing Securities File, Stolen Boat File, hazardous material databases, and hospital status files.
- Answers questions about application of regulations or policies.
- Receives and answers telephone, radio, and video display inquiries of the NCIC and the SCIC for law enforcement agencies of the state.
- Locates or contacts individuals needed to staff the response.
- Coordinates the dispatching of units involving two or more government jurisdictions.
- Maintains and facilitates communication with responding units by receiving and relaying information including confidential information to authorized personnel.
- Utilizes radio, telephone, and computerized or other electronic equipment to dispatch specific law enforcement, fire, or medical assistance units to the scene of an emergency based on pre-established response plans.
- Supervises subordinates in the receipt and disposition of telephone or other electronic requests for emergency assistance..
- Maintains a reassuring and calming manner with callers to obtain required information.
- Persuades emergency callers to stay on the line.
- In response to medical emergencies may assist subordinates in the provision of first aid or CPR instructions to stabilize the medical condition of persons until the arrival of professional medical assistance.
- In nonmedical emergencies provides precautionary instructions and advice to help ensure the personal safety of persons and/or to minimize the loss of property pending the arrival of fire, police, or other assistance.
- Refers nonemergency situations to other appropriate public or private agencies. May dispatch nonemergency personnel or equipment.

1992-2003 Public Safety Telecommunicator (PST)

Responsibilities

- Both Call Taker and Dispatcher

Education:

Lenape Regional High School

Completed 1986

Camden County College

1986 to 1987

RESOLUTION R19-71

**AUTHORIZING HIRE OF ADRIANNE GUERNON TO THE POSITION OF PART TIME
CLERK IN THE BOROUGH OF CLEMENTON**

WHEREAS , A VACANCY EXISTS IN THE POSITION OF CLERK IN THE BOROUGH OF CLEMENTON; AND

WHEREAS, IT IS NECESSARY TO FILL THE VACANCY IN THE POSITION AND FUNDS HAVE BEEN INCLUDED IN THE 2019 MUNICIPAL BUDGET; AND

WHEREAS, IT IS THE RECOMMENDATION OF THE PERSONNEL COMMITTEE THAT ADRIANNE GUERNON BE OFFERED EMPLOYMENT IN THE POSITION OF PART TIME CLERK; AND

NOW, THEREFORE, BE IT RESOLVED, THAT THE GOVERNING BODY OF THE BOROUGH OF CLEMENTON DOES HEREBY AUTHORIZE THE HIRE OF ADRIANNE GUERNON TO THE POSITION OF PART TIME CLERK FOR THE BOROUGH OF CLEMENTON, WITH AN HOURLY RATE OF \$14.00 FOR THE TITLE OF CLERK; AND

BE IT FURTHER RESOLVED THAT THE SALARY WILL BE PAID IN ACCORDANCE WITH THE SALARY ORDINANCE OF THE BOROUGH OF CLEMENTON AND SHALL REQUIRE 28 WEEKLY HOURS.

ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF CLEMENTON AT A REGULARLY SCHEDULED MEETING HELD ON APRIL 2, 2019 AT 101 GIBBSBORO ROAD, CLEMENTON, NEW JERSEY.



*Borough of Clementon
Office of the Municipal Clerk/ Administrator
101 Gibbsboro Road * Clementon, NJ 08021
(856)783-0284*

Adrienne Guernon
137 Garfield Avenue
Clementon, NJ 08021

April 3, 2019

Dear Missy,

On behalf of the Borough of Clementon, I would like to take this opportunity to offer you employment in the title of Part-Time Clerk in the Borough of Clementon, conditioned upon successful completion of the scheduled pre-employment screening.

The hourly rate for the position being offered is \$14.00 per hour for the title of "Clerk", which shall be paid on a bi-weekly basis.

This position is a part-time position requiring 28 hours per week (four working days consisting of seven hours each).

Your weekly work schedule will be 9am-5pm, with a one hour lunch break, but may be adjusted with advance notice for office coverage purposes. Your position will require evening hours every Wednesday from 12pm-8pm, as well as attendance at meetings of the Joint Land Use Board on a monthly basis.

Please contact me at your earliest convenience to coordinate a mutually agreeable start date. I have enclosed the required hiring paperwork for your completion. I look forward to working with you. If you have any questions, please do not hesitate to contact me. Thank you.

Sincerely,

Jenai L. Johnson,
Administrator/Municipal Clerk