

Donna Messina

From: Donna Messina
Sent: Friday, February 8, 2019 9:11 AM
To: Jennifer Gable
Subject: RE: window hours

M,T,R,F – 8:30 a.m. – 6:30pm

W 12:30 p.m. – 6:30 p.m.

Since the window is closed this can vary but 99% of the time these are the hours. It would most likely vary if I have a doctor or dentist appointment or something of that nature. Also, if I want to schedule a day off, I try to do it on a Wednesday so it doesn't impact the window since we are closed anyway.

d

From: Jennifer Gable
Sent: Friday, February 8, 2019 9:08 AM
To: Donna Messina <alphaclerk@alphaboronj.org>; Deputy Clerk <deputyclerk@alphaboronj.org>
Subject: Re: window hours

Hi Donna,

Could you please send me a list of your normal working hours then? When I originally questioned Wednesday's window hours, you said you were indeed in the office that day (so I presumed that meant all day).

If you are not available, then perhaps Helen or Sue could be there in the morning.

Thanks,

Jen

Get [Outlook for iOS](#)

From: Donna Messina <alphaclerk@alphaboronj.org>
Sent: Friday, February 8, 2019 8:55 AM
To: Jennifer Gable; Deputy Clerk
Subject: RE: window hours

Jennifer:

[REDACTED]
[REDACTED] Also, depending on who does the meeting the night before, it makes it difficult to be there at 8:30 a.m. Perhaps Sue could cover those hours.

Thank you!

d

From: Jennifer Gable
Sent: Thursday, February 7, 2019 9:18 PM
To: Donna Messina <alphaclerk@alphaboronj.org>; Deputy Clerk <deputyclerk@alphaboronj.org>
Subject: window hours

Hi Donna & Helen,

I'm sure you're both aware that I brought up at a January mtg about the clerks office window possibly being open 5 days a week. I know there is a concern from both of you regarding having the window open while the court is in session on Wednesday afternoons.

Therefore, I would like to propose (to Council) the following slight change to your current window hours.

- Wednesdays - Open from 8:30am-12:00pm (appointments can also be scheduled between 12:00-4:30pm)

I'm going to try and stop by Friday afternoon so we can discuss any concerns you have.

Thanks,

Jen

Jennifer Gable

Alpha Borough Councilwoman

Director of Administration

(908) 213-6820 - home

(908) 319-5773 - cell

Donna Messina

From: Donna Messina
Sent: Friday, February 8, 2019 8:56 AM
To: Jennifer Gable; Deputy Clerk
Subject: RE: window hours

Jennifer:

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