



## **2020 Departmental Goals**

### **Administration**

- Incorporate first electric vehicle in municipal fleet. Seek funding sources for additional vehicles
- Conduct 3<sup>rd</sup> round auction for Plainsboro Community Energy Aggregation Program and award contract to the best qualified vendor
- Update Township Personnel Policies and Procedures Manual
- Work with new IT vendor QuickTeks in evaluating our network environment for system changes
- Upgrade Administration network including hardware, software and switch replacements
- Continue to research and evaluate hosted phone system solutions

### **Code Enforcement**

- Repurpose a portion of Code office space previously used to accommodate paper records to facilitate electronic plan review
- Perform a comprehensive review of Chapter 70A Housing ordinance and make any necessary changes/improvements to ordinance
- Obtain the International Code Council's *Certified Building Official* designation for certain Building Division staff
- Obtain the National Fire Protection Association's *Certified Fire Protection Specialist* certification for certain Code staff
- Complete scanning all departmental paper records for storage in digital format, in cooperation with Clerk's office

### **Finance**

- Continue strong financial actions to maintain sound footing during difficult economic times
- Encourage taxpayers to register on the Township website and sign up for email reminders
- Continue to promote user-friendly website to keep residents informed of pertinent tax information and send email reminders of due dates and filing deadlines for tax rebates and deductions
- Continue to monitor Township sales and manage the Township's ratable base to minimize appeals and assure residents the most accurate assessments possible
- Make every effort to attain a tax collection rate well above 99%
- Continued membership in various purchasing cooperatives to obtain time, cost savings and increase efficiency

### **Municipal Court**

- Continue process and dispose of all cases in a timely manner
- Continue to offer courteous and professional service to everyone that appears before the court
- Continue to support staff training opportunities

### **Planning and Zoning**

- Provide professional service to the residents and visitors of Plainsboro, as well as support to the Township Committee, Planning Board, Zoning Board of Adjustment, Environmental Advisory Committee, and all other Township Departments
- Complete the Nurseries General Development Plan, corresponding revisions to the Zoning Ordinance, and develop a comprehensive set of design standards

- Begin the research to prepare the first phase of a two phase approach for a comprehensive update to the Township's Master Plan
- Manage the preparation of the necessary studies and plans for the development of 20 acres of Township-owned land on Dey Road
- Seek various funding opportunities to implement bicycle and pedestrian projects outside the typical budgetary process
- Complete Sustainable Jersey renewal application in cooperation with Public Works

#### **Police**

- Achieve organizational excellence through professionalism, accountability, and efficiency
- Embrace professional development, training, and employee wellness
- Create an Integrated Security Plan to ensure a safe work environment for employees
- Enhance traffic and pedestrian safety
- Integrate technology and improve equipment management
- Broaden community outreach

#### **Public Works**

- Complete the 2020 Annual Road Maintenance Improvement Program
- Submit the 2021 road improvement program prior to the end of October 2020
- Complete exterior renovations to the Plainsboro Preserve Rush Holt Educational Center
- Complete former Bulk Farm remediation project
- Complete Lenape Trail Improvements
- Complete installation of new HVAC control system in municipal building

#### **Recreation**

- Develop a program and services infomercial for Recreation and Community Services
- Begin 3<sup>rd</sup> grade Wicoff House Museum tour program for the school district students
- Begin to transition all recreation programming to be inclusive for residents with disabilities
- Coordinate an overnight family campout on the municipal grounds
- Educate our food pantry recipients on the advantages of healthy eating
- Develop environmental programs for the Plainsboro Preserve

#### **Township Clerk**

- Complete Phase I of the digital records management program, in cooperation with the Code Enforcement department
- Investigate new codification system for ordinances
- Continue working with the municipal offices, library and fire department on improving the Records Management Process for proper management of township records
- Continue to improve vital record intake and working relationship with hospital staff