



2019 Departmental Goals

Administration

- Open to the public the historic Wicoff House as a museum
- Install electric vehicle charging stations for public and municipal use
- Conduct harassment prevention training for all employees
- Implement Employee Emergency Notification system and policy
- Create orientation session so employees can navigate NJ Pensions and Benefits website
- Evaluate and recommend new hosted phone system for both Township and Police Department

Code Enforcement

- Continue to perform all departmental inspections using tablet computers, thus improving staff communication and information sharing
- Collaborate with the Township Clerk to implement a digital records management program (Phase 1) for all paper records to improve storage and retrieval needs
- Encourage inspectors to acquire additional administrative and technical licenses
- Oversee the installation of electric vehicle charging stations for public and municipal use

Finance

- Continue strong financial actions to maintain sound footing during a most difficult economic time
- Encourage taxpayers to sign up for email reminders to keep residents informed of pertinent tax information such as due dates and filing deadlines for tax rebates and deductions
- Continue to monitor Township-wide property sales and manage the Township's ratable base to minimize appeals and assure residents the most accurate assessments possible
- Strive to attain a tax collection rate well above 99%
- Continued membership in various purchasing cooperatives to obtain cost savings and increase efficiency
- Continue to monitor the latest laws and rules impacting finance, purchasing and taxes

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 continuous, courteous, and professional service to the residents of Plainsboro, and everyone else that visits the municipal complex
- Provide professional staff support to the Township Committee, Planning Board, Zoning Board of Adjustment, Environmental Advisory Committee and all other Township Departments
- Continue to work with the Princeton Nurseries and Princeton University teams to develop a comprehensive site plan, including the preparation of General Development Plans
- Continue to work with Princeton University's team on a new General Development Plan for the undeveloped lands within the Princeton Forrestal Center
- Draft Request for Qualifications for a comprehensive update to the Township's Master Plan
- Seek funding opportunities to implement bicycle and pedestrian projects outside the typical budgetary process (e.g., federal, state, regional, or non-profit entities)



2019 Departmental Goals

Police

- Implement comprehensive Police Department three year Strategic Plan
- Continued succession planning to identify and develop future leaders within the agency
- Complete the hiring of Class 3 police officers in schools and make any enhancements necessary to the program
- Install "Police Informational Center" kiosk in police lobby
- Upgrade Spillman Technologies software

Public Works

- Complete the Annual Road Maintenance Improvement Program and submit the 2020 road improvement program prior to the end of October
- Complete the entire Wicoff House Rehabilitation Project
- Complete the Bulk Farm Remediation Project
- Install ADA improvements at Community Park and Schalks Meadow Park playgrounds
- Complete the Plainsboro Road bike path project
- Complete exterior renovations to Rush Holt Environmental Educational Center at the Preserve

Recreation

- Implement all events and phases of the 2019 Centennial Celebration plan
- Expand cultural programming to residents to increase the variety of cultural programs offered by the Township
- Expand partnerships with the business community to enhance programs and special events
- Continue to build upon the relationships that have been established with community groups
- Educate food pantry recipients on a healthy lifestyle diet
- Continue advocating our brand through marketing efforts, including promoting new logo and slogan

Township Clerk

- Implement digital records management program (Phase 1), in cooperation with the Code Enforcement department
- 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 with the Penn Medicine Princeton hospital staff