

## ROXBURY TOWNSHIP 2017 "TO DO" LIST

### TOWNSHIP MANAGER

- TBD by new Manager

### FINANCE DEPARTMENT

- Research Reports Module with Primepoint
- Training if Reports Module purchased
- Purge documents in accordance with Artemis

### IT

- Install/Configure Archive Social Software Service
- Complete Cyber Awareness Training for Employees
- Complete Wi Fi Upgrade-TH, DPW, Eyland
- Replace DPW and 72 Eyland Servers
- Replace Backup Power Units
- Create Virtual Replication Network of all Servers
- Conduct 3 Township Social Media Photo Campaigns
- Conduct "Where in Roxbury" Photo Contest
- Install Proximity-Based Marketing System
- Implement New Network Access Policies
- Provide Mobile Access to Pet Licensing System for AC

### FIRE PREVENTION BUREAU

- Implement Preventing a Future Edgewater Program
- Distribute Fire Safety Literature after Incident Responses
- Provide Critical Lists to County Dispatch

### SAFETY DEPARTMENT

- Provide Drug Awareness Training to Dept. Heads/Supervisors
- Complete and Receive Safety Grant from Statewide Insurance
- Purchase and Install Safety Bulletin Boards

### POLICE DEPARTMENT

- Incorporate Narcan Program
- Incorporate RAPID Program
- Transition to the Glock Duty and Off-Duty Weapons
- Educate Senior Citizens on ID Theft & Scams
- Title 39 Ledgewood Plaza
- FBI Tactical Shooting Program
- Storage Addition to Headquarters

### EMERGENCY MANAGEMENT

- New Jersey Register Ready Program
- COOP (Continuity of Operations Planning) Review
- RACES Winter Field Day Exercise
- RACES Summer Field Day Exercise
- CERT Exercise

### CONSTRUCTION

- DARM Plans for Class 3 Structures
- Purge Files for Class 3 Structures

### TOWNSHIP COLLECTOR

- Evaluate Purchase vs Lease of New Folding Machine
- Survey the demand for E-billing
- Obtain Access to and Training for Spatial Data Logic

### TAX ASSESSOR

- Conduct 3 Seminars: Appeals, Reval, \$250 deduction
- Inspect all special designation properties (farm, Veteran, Sr.)
- Prepare for 2018 Revaluation
- Implement Tax Map Update

### PLANNING DEPARTMENT

- Create Internal Procedures for Administering Vacant and Abandoned Properties Ordinance
- Create Door Hanger Notice/Reminder for Zoning Violations
- Update Resolution Compliance Procedures
- Attach Historic Resolutions and Surveys to Spatial Data that are requested through OPRA
- Scan Historic Minutes from 1973-1985 to Township Website

### ENGINEERING DEPARTMENT

- Design & Construct Unneberg Ave. Drainage Improvement
- Design of Mountain Road Drainage Improvement Project
- Prepare Scoping for Succasunna Brook Cleaning Project

#### *Water Department*

- Complete Mt. Arlington Blvd. Water Main Replace, Phase II
- PRV Chamber-Ledgewood-Mt. Arlington Rd. Upgrade Piping and Electric Service
- Well # 3 Upgrade and Redevelopment

#### *Sewer*

- Ajax Aeration Pond: Clean and Replace Liner
- Replace Primary and Secondary Scum Pumps
- Inflow/Infiltration Project
- Begin EIT Projects

### HEALTH DEPARTMENT

- Rabies Exposure Training for RPD
- Septic and Well Permit Close Out
- Food Establishment Licensee Update

### RECREATION

- Complete Plan for Improvements to Horseshoe Lake
- Create Large Special Event for Social Services
- Create Weekly Winter Teen Program
- Organize and Inventory Storage Areas

### DEPARTMENT OF PUBLIC WORKS

- Install Water Line at Community Garden

#### *Road Department - Paving*

- Berkshire Valley Paving (Mill, James, Birch, Spencer)
- Hercules Park Paving (Nixon, Hunt, Chase, Bent)
- Vanover / Lookout Paving

#### *Drainage*

- Eyland Avenue Stream Project
- Repair 150 Catch Basins

#### *Sidewalk Repairs*

- Complete Toby Area (Joyce, Jill, Andre, Colony)

#### *Parks Department*

- Landing Field Fencing
- Beach Spray Park Improvements
- Horseshoe Lake Ditch Cleaning

#### *Buildings and Grounds*

- Community Center Site Lighting
- Community Center CDBG
- Community Center HVAC Replacement
- Fire Alarm System Installation at Fire Co. # 2