

ROXBURY TOWNSHIP 2011 "TO DO" LIST

TOWNSHIP MANAGER

- Create Tax Neutral Centers
- Update Job descriptions
- Review Health Insurance Plans

FINANCE DEPARTMENT

- Streamline the Purchase Order Process
- Adopt a formal Public Purchasing Manual
- Conduct Public Purchasing Procedures Seminar

ENGINEERING DEPARTMENT

- Commerce Blvd. Sidewalk Permits/Construction
- Initiate phase I of Water system improvement design
- Implement I & I program
- Ledgewood Pond Dam Report/Study
- Succasunna Lake-Permitting Design

Water Department

- Complete residential meter and transmitter replacements
- Complete Replacement of Commercial Meters
- Upgrade System Telemetry
- Replace Roof at Well #4

Sewer

- Replace 2 main pumps
- Golf Hill Pump Station Upgrade
- Grinder Pump replacements (2)
- RBC unit replacements
- Ajax roof replacement

DEPARTMENT OF PUBLIC WORKS

Paving

- Dell Ave from Berkshire Valley to Pine Street
- Lenal Road (upper portion)
- Henry Street
- Phyllis & Grove (portion)
- Pine Street (portion)
- Commerce Street (section repair)

Drainage

- Repair 5 Detention Basins
- Implement Improvements to Ledgewood Dam
- Repair 75 Catch Basins

Sidewalk Repairs

- Jefferson Dr.
- Glenn Dr.
- Lincoln Dr.
- Hillside

Buildings and Grounds/parks

- Prepare Roofing Report and Assessment
- Clean up landscape storage area

FIRE PREVENTION BUREAU

- Fire Prevention Bureau link from Township Website
- Provide Type 1 Fire Safety Permits on-line
- Become a Tax Neutral Center (no cost to tax payers)

SAFETY DEPARTMENT

- Update CPR/AED recertifications
- Reduce work related accidents as compared to 2010
- 100% Compliance with JIF Safety Incentive Program

HEALTH DEPARTMENT

- Implement the Randolph/Roxbury Health Agreement
- Evaluate Records for destruction as per NJDARM
- Evaluate current Rabies program for Voucher Program
- Assess the current dog license program

IT

- Replace GIS server
- Install wireless connectivity
- Complete website re-design and features
- Complete Phone System Conversion
- Establish Employee "intranet" for staff use
- Upgrade Council Room Microphones
- Analyze Paperless Council Packets and Meetings

POLICE DEPARTMENT

- Develop active warrant procedures for unpaid fines
- Update responsibilities and services due to downsizing
- Implement Class II Special Program
- Develop a website and allow for electronic report access

PLANNING DEPARTMENT

- Prepare 2011 Master Plan Reexamination
- Plan for conversion of former DPW facility to affordable housing

RECREATION

- HSL Bikeway rededication
- Development of HSL Extension (Dufford Parcel)
- Update Recreation Master Plan

TAX ASSESSOR

- Assess and purge 9,000+ block and lot files
- Prepare next revaluation
- September appeals seminar "How to win Tax Appeals"
- October Deductions seminar "Do you qualify for \$250 deduction"
- November "Inspections Seminar"

CONSTRUCTION

- Conduct barrier free assessment of Municipal Bld.
- Building Safety week campaign with Fire Prevention
- Solicit other Municipalities for Shared Services

TOWNSHIP COLLECTOR

- Hold 2011 Tax Sale for 2010 delinquencies in April
- Combine Cit-E-Net and official payments into one file
- In Rem Forclosure
- Develop Chart for Tax Receivables and collection rate