

# **Sustainable Jersey Certification Report**

This is the Sustainable Jersey Certification Report of Plainsboro Twp, a Sustainable Jersey bronze certified applicant.

Plainsboro Twp was certified on October 13, 2014 with 180 points. Listed below is information regarding Plainsboro Twp's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

## **Contact Information**

The designated Sustainable Jersey contact for Plainsboro Twp is:

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### **Actions Implemented**

Each approved action and supporting documentation for which Plainsboro Twp was approved for in 2014 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

### Animals in the Community

Pledge Supporting NJ Wildlife Action Plan \*Retired 12/31/22\*

10 Points

**Program Summary:** During the 1970's the first wave of changing land use arrived in the Township of Plainsboro. The farming community began a shift toward suburbanization. Eventually, major corporate offices, research facilities, varied housing and a new major university medical center filled out the township limits. However, through the entire building and growth, a commitment to open space was adhered to resulting is almost 51 percent of the 11.8 square

miles of preserved open space. Plainsboro is located within the Piedmont Plains area of central New Jersey. Even though the Piedmont Plains links the Skylands and the Pinelands, it is an area of extreme diversity of land use from urban to rural. Within the Piedmont Plains, Plainsboro serves as an oasis amid this diversity offering mixed land use coupled with safe corridors for wildlife passage. With the incorporation of the Plainsboro Preserve, the Township serves as a critical resting and nesting location for migrating birds, mammals and stream dwelling animals. While animals are attracted to the preserve property and immediate surrounding location, they are visible and traveling through other open spaces within the township also. The Plainsboro Park Rangers and Public Works Department work closely together and in collaboration with the NJ Audubon Society (which manages the Preserve) to maintain open space and recreational areas as safe zones for wildlife and people. Plainsboro recognizes that proper management of open space property for wildlife provides aesthetic, economic, recreational, education and ecological benefits. In support of Plainsboro Township Committee to support the principles of the NJ State Wildlife Action Plan. The resolution was unanimously adopted by the Plainsboro Township Committee.

#### WORD: <u>PLEDGE SUPPORTING NJ WILDLIFE ACTION PLAN - MEMO</u> PDF: <u>PLEDGE SUPPORTING NJ WILDLIFE ACTION PLAN - RESOLUTION</u>

#### **Community Partnership & Outreach**





😤 Bronze Required

**Program Summary:** The Township Committee for the Township of Plainsboro established an Environmental Advisory Committee (EAC) in 1985 by Resolution No. R-85-110. The purpose and objective of the EAC is to, in an advisory capacity, serve as a community advocate for environmental issues, working within the framework of established procedures in the community (Sec. 16-2). The EAC is staffed by the Department of Planning and Zoning and consists of seven members that to the extent practical, represent broad environmental interests. A member of the Township Committee is a standing member of the EAC. In developing a strategy to secure Sustainable Jersey certification, the Township Committee decided to increase the EAC's responsibilities by "officially" designating them the Township's Green Team, a position they've unofficially held since 1985.

PDF: <u>CREATE GREEN TEAM DOCUMENTATION</u> WORD: <u>CREATE GREEN TEAM DOCUMENTATION</u> PDF: <u>CREATE GREEN TEAM DOCUMENTATION</u>

#### **Community Education & Outreach**

10 Points

**Program Summary:** By its very name, the Plainsboro Township Department of Recreation and Community Services considers community service a core component of its mission. The Department offers a wide variety of programs including several related to environmental

stewardship. Township staff leading these programs are Park Rangers that have received training to be skilled in the various topics covered by the flyers attached to this action. The bi-annual (April to coincide with Earth Day and October after a busy summer of Lenape Trail use) stream cleanups of the Cranbury Brook draws participation ranging from family members, groups such a scouting, and corporations. The number of participants and the amount of trash collected is indicated on the attached data sheet. A section of the Millstone River will be added to future cleanup days with the addition of the 30+ acre Millstone River Park.

#### WORD: COMMUNITY EDUCATION AND OUTREACH - EVENT SUMMARY

PDF: COMMUNITY EDUCATION AND OUTREACH - BACKYARD COMPOSTING WORKSHOP FLYER

: COMMUNITY EDUCATION AND OUTREACH - GREEN SPRING FLYER

: COMMUNITY EDUCATION AND OUTREACH - RAIN BARREL WORKSHOP

: COMMUNITY EDUCATION AND OUTREACH - STREAM CLEANUP FLYER

EXCEL: COMMUNITY EDUCATION AND OUTREACH - STREAM CLEAN DATA 2010-2014

#### Energy

#### **Fleet Inventory**

#### 10 Points

😫 Bronze Priority 🔮 Silver Priority

**Program Summary:** Plainsboro's municipal fleet consists of fifty vehicles primarily utilized by four (4) departments: Administration, Building, Department of Public Works (DPW) and the Police. DPW mechanics maintain the thirty vehicles not within the police department, while the twenty police vehicles are maintained by a private contractor. Every vehicle is owned by Plainsboro, except for one (1) vehicle on a 5-year lease. Plainsboro Township employs two (2) mechanics within DPW. Along with the Superintendent of Public Works they annually review the overall maintenance of the vehicles and attempt to maintain a twelve year replacement schedule. Due to the nature of their work the police department replaces vehicles every five (5) years. A recent review of the municipal fleet found ten (10) vehicles utilized by the Building Department no longer efficient to maintain and could possibly be replaced by either a smaller vehicle or an alternative fuel vehicle. After discussions between the Building Department, Finance Department and DPW it was determined that the most current effective and efficient means of transportation for the Building Department are sub-compact gasoline vehicles purchased through the New Jersey Division of Procurement. Depending on annual appropriations staff intends to purchase ten (10) new vehicles over the next three (3) years. Driver training is mainly conducted through Plainsboro's Accredited Police Department. The Police Department requires their personnel to participate in driver training while in previous years municipal staff was offered the option of participating in a Defensive Driving Class. Biannually, the Township Administrator and Department Heads meet with representatives of the Joint Insurance Fund to discuss previous accidents and potential forms of prevention. Recent discussions include the possible inclusion of a new departmental driver training class. Municipal staff intends to continually monitor the fleet seeking methods to improve its overall efficiency.

#### EXCEL: FLEET INVENTORY



**Program Summary:** In 2007 municipal staff began discussions on incorporating an alternative fuel vehicle within the fleet. As a result of these discussions it was determined that the best fit for this vehicle was with the Building Department. Staff based this decision on the premise that this vehicle will solely be used as a means of transportation for inspectors as they travel daily throughout the municipality. The Business Administrator included the purchase of a hybrid vehicle in the 2008 Capital Budget, which was subsequently approved by the Mayor and Township Committee. Staff searched multiple venues for purchasing this vehicle and decided it was in Plainsboro's best interest to purchase the vehicle through the New Jersey Department of the Treasury Division of Purchase and Property. Approximately twelve (12) months after the initial purchase order was issued Plainsboro received a 2009 battery gas powered 4x2 Ford Escape Hybrid. During the previous twelve (12) months the vehicle was transferred in the municipal fleet from the Building Department to the Department of Public Works (DPW). It is now primarily utilized by DPW staff for building maintenance tasks. Staff anticipates maintaining the vehicle within the fleet until it is no longer cost efficient to maintain.

PDF: EXECUTED PURCHASE ORDER PDF: PLAINSBORO REPORTER ARTICLE

Food

#### **Community Gardens**

10 Points

**Program Summary:** 2014 marks the 14th consecutive year of Plainsboro's Community Gardens. Located on the south side of Plainsboro Road, west of Maple Avenue are 55 gardening plots, each approximately 400 square feet. Open the second week in April; the gardens are available for cultivation through mid-December. Weeks before any resident plants a seed Department of Public Works (DPW) staff is preparing the gardens for the coming season. First, all debris is removed from the plots. Second, each plot is tilled; either by a tractor or a motorized push behind. After the plots are tilled they are leveled. Finally, the water is made operational and the season can officially begin. General maintenance and repairs are conducted in and around the gardens during the season. When necessary the gravel parking lot is graded, debris is removed and irrigation repairs are conducted. The area and fence around the gardens are typically mowed and weedwacked bi-weekly from April - September. Publicity of the gardens is conducted annually through the spring edition of the municipal newsletter, Plainsboro Reporter. The garden was recently featured in the spring newsletters of 2010 - 13 with its own article. Through publicity, word-ofmouth and township-wide enthusiasm the popularity of the gardens is so high that all plots are consistently gardened on an annual basis. Last year staff reviewed the gardens and found the current ADA plots not used on an annual basis. In an attempt to revitalize this section staff intends on submitting a grant for the reconstruction of the two (2) ADA plots. This may include the addition of a new ADA approved path; installation of a new water line and two (2) raised planting plots. If funded staff hopes to commence building in 2015 - 2016.

PDF: <u>PLAINSBORO REPORTER ARTICLE</u> PDF: <u>PLAINSBORO REPORTER ARTICLE</u> PDF: <u>PLAINSBORO REPORTER ARTICLE</u> WORD: <u>MUNICIPAL WEBSITE LINK</u>

#### Sustainable Land Use Pledge

#### 10 Points

😫 Bronze Priority 🔮 Silver Priority

**Program Summary:** The Township of Plainsboro has a long history of sustainable land use. Examples of this are: 1) Initial Plan Endorsement in 2006 of the State Development and Redevelopment Plan, 2) COAH Certification of the Township Housing Element that recognizes that housing in proximity to transit choices typifies environmental sensitivity, 3) designation as a Complete Streets municipality and all that comes with consideration of all modes of transportation, 4) the award winning Township Village Center with mixed use and housing type close to major transportation corridors and recreational opportunities for residents, 5) regional cooperation between four neighboring municipalities in tackling the transportation difficulties along the Route 1 corridor from South Brunswick to West Windsor, 6) almost 51 percent of the Township is preserved as open space, 7) implementing green design principles during the site plan review process that considers alternate sources of energy, recycling, and proper native landscaping. The Sustainable Land Use Pledge will be distributed and discussed during the next round of Planning Board, Zoning Board, Environmental Advisory Committee, and Shade Tree Advisory Committee meetings.

WORD: <u>SUSTAINABLE LAND USE PLEDGE - RESOLUTION</u> PDF: <u>SUSTAINABLE LAND USE PLEDGE DOCUMENTATION</u> PDF: <u>SUSTAINABLE LAND USE PLEDGE DOCUMENTATION</u>

#### **Natural Resources**





**Program Summary:** The Township of Plainsboro granted a series of major development approvals during the 1970's that set in motion the transition from a farming community to more densely populated suburbrs. The Township's population increased from 5,605 in 1980 to almost 23,000 according to the 2010 census. In addition to significant residential growth, Plainsboro experienced development of office and research facilities, significant retail, and a new major university medical center. A complementary effort to preserve Plainsboro's inherent natural beauty and open spaces grew in tandem to the economic growth. The Township aggressively pursued the preservation of open space to manage growth and provide passive recreational opportunities for it diverse citizenry and natural habitats for native plants and wildlife. This conviction enabled over 50% of the 11.8 square miles to be preserved as open space. Using State and County farmland preservation programs Plainsboro preserved hundreds of acres of farmland.

The Middlesex County Open Space and Farmland Preservation Trust Fund successfully funded the purchase of lands currently known as the Plainsboro Preserve. In addition, through zoning and planning set-aside requirements, the Township required developers to maintain large areas in meaningful open space and recreational use. Plainsboro recognizes that proper location and management of preserved open space provides benefits to the community namely in the areas of aesthetics, economics, recreation, education and ecology. Remarkably, every parcel of preserved open space is connected to another preserved open space either within Plainsboro proper or to a bordering town, thereby avoiding fragmentation. The complex needs of wildlife and plants in an open space habitat including food, water and cover are provided because of the contiguous nature of the preserved open space within the Township. Further, designated areas are left to their natural evolution. This includes thickets and meadows, undisturbed forests and large wooden tracts.

PDF: <u>PLAINSBORO MASTER PLAN - OPEN SPACE AND RECREATION ELEMENT</u> PDF: <u>PLAINSBORO RESOLUTION ADOPTING OPEN SPACE AND RECREATION ELEMENT</u>

#### **Community Forestry Management Plan & NJUCF Accreditation**

20 Points

Program Summary: Plainsboro Township and its Shade Tree Advisory Committee (STAC) have a long history of dedication to preserving and promoting the planting of trees within the community. Currently, on our third 5-Year Community Forestry Management Plan and recently celebrating our 29th consecutive year as a Tree City USA, STAC took another step in tree preservation at its June 09, 2014 meeting by adopting a Tree Cover Goal that supports the protection of Plainsboro's current tree cover percentage of 56.7%. The adoption of this goal received no resistant and was unanimously approved as it is consistent with the current goal of no net tree loss on an annual basis. The municipal strategy to implement the new goal is two-fold. First, the Department of Public Works (DPW) intends to eventually replace any tree removed from the public right-of-way and municipal property. Second, the Planning Board will continue to enforce Chapter 85.30.1 of the Township Code, Reforestation. STAC is supported in its mission of community education by the Mayor's Office and Township Committee. Annually, Arbor Day is celebrated with almost 200 children from the two elementary schools within the Township. A tree is planted and the children learn about organic fertilization, proper tree maintenance, and environmental stewardship. In addition, STAC is actively involved with Founder's Day; the annual fair celebrating the anniversary of Plainsboro's incorporation. STAC members are present to answer tree care questions. In addition, seedlings and saplings are distributed. STAC also provides educational programming throughout the year, as seminars and outside events.

PDF: <u>END OF YEAR STATUS REPORT</u> WORD: <u>2014 SEMINAR ADVERTISEMENT</u> PDF: <u>FOUNDERS DAY SEEDLINGS</u>

#### **Tree Maintenance Programs**



**Program Summary:** Annually, Plainsboro Township embarks on a tree maintenance program that is outlined in Section IX.d, Tree Maintenance and Care, of the 2013 – 2017 Community Forestry Management Plan. This program does not entail just street trees, but includes all the

trees located in the municipal parks. The majority of the work is conducted by crews from the Department of Public Works (DPW), while contractors are utilized for the pruning of large trees, organic fertilization and disease/insect treatments. In 2012 and 2013 DPW staff spent a total of 867 hours pruning approximately 175 trees. Utilizing a base rate of \$25.01 per hour, that is a total of \$21,683.67 spent on maintenance. This number does not include work incurred from Super Storm Sandy and the winter of 2013-14, since that can not be classified as just pruning. During the same period Plainsboro spent \$4,985 with contractors pruning 31 trees. Plainsboro's annual organic fertilization program is a primary component of the overall tree maintenance program during the past seven (7) years. In 2012 and 2013 Plainsboro spent \$6,970 fertilizing approximately 220 trees, \$1,770 inoculating four (4) American elm trees for Dutch Elm Disease and \$125 treating a Beech tree. Attached are the 2012 and 2013 Approved Tree City USA Applications showing the type of work and costs associated with tree maintenance. Plainsboro will continue its annual maintenance program and is truly committed preserving its trees.

WORD: 2012 TREE CITY USA APPLICATION WORD: 2013 TREE CITY USA APPLICATION

#### **Tree Planting Programs**



**Program Summary:** Two planting projects that occurred during the previous three and half years are the Plainsboro Road Elm Tree Replacement Project and the Annual Arbor Day Planting Program. The elm project was primarily funded through the 2009 Business Stimulus Fund, while the Arbor Day plantings are annually funded through the Department of Public Works operating budget. Previously, the portion of Plainsboro Road from Enterprise Drive to Dey Road was lined with mature Elm trees. The trees provided shade for pedestrians utilizing the sidewalks and motorists passing through. Unfortunately, five (5) of the trees died from Dutch Elm Disease (DED). Staff was able to save three of the tree by incorporating an inoculation program. As a result of the removal of the five (5) trees a large void was created on Plainsboro Road directly adjacent to the Municipal Complex. The planting of two Hybrid Elm trees would again bring back the areas majestic appearance. In 2011, two (2) five (5) inch diameter Dynasty elm trees were planted utilizing an excavator and tree spade. Since their planting DPW staff has maintained the trees and included them in the municipal annual organic fertilization program. Annually, Plainsboro Township conducts an Arbor Day Celebration. During the celebration a two (2) inch diameter tree is planted in honor of Arbor Day or dedicated to a present or former resident. Once planted the trees are maintained by DPW staff and included in the municipal annual organic fertilization program. Beginning in 2008 the township administration decided to plant Arbor Day trees in a specific section of the municipal complex to provide greater tree cover between the complex and Scudders Mill Road. During 2011 - 2014 two (2) Red maples, one (1) Beech and one (1) Pin oak were planted. Currently, the area is a vibrant resource of non-homogenous planting.

WORD: <u>ORIGINAL ELM PLANTING PROJECT BUDGET</u> PDF: <u>ELM VENDOR PURCHASE ORDER</u> IMAGE: <u>ELM PICTURES</u> IMAGE: <u>ARBOR DAY BUDGET</u> IMAGE: <u>ARBOR DAY TREES</u>

**Operations & Maintenance** 

#### **Green Maintenance Equipment & Materials**



**Program Summary:** Though Plainsboro has no official policy regarding the purchase of green maintenance equipment and materials during the last twelve months staff has made a significant effort purchasing these types of products. This effort is visible through the purchasing of paper goods and recycled plastics. The Department of Public Works (DPW) is responsible for purchasing toilet paper, paper towels and soap for most municipally owned buildings. In 2013 DPW began a policy of purchasing only Green Seal Certified paper towels for the Municipal Building and DPW Facility. Currently, the product purchased is a Wausau 100% recycled product. Annually, Plainsboro hosts Founders Day for its residents. This year Plainsboro purchased 1,100 RPET tote bags and distributed them at the DPW tent. Each bag was made from 80% recycled plastic. Additionally, staff explained the benefits of using this bag over plastic bags at the grocery store when handed out. Most of the benches in Plainsboro's parks are constructed of wood. Late in 2012 staff decided to change this practice and start installing recycled plastic benches when needed. In the summer of 2013, staff installed five (5) extruded recycled plastic contour benches in Morris Davison Park. Recently, staff developed a bid specification for playground improvements. Part of the specification states the installation of eight (8) new extruded recycled plastic park benches. Staff anticipates the benches installed this summer. These three (3) items are the start of an overall change in purchasing philosophies regarding certain products. This philosophy not only considers buying recycled products, but also Green Seal, Eco Label, Design for the Environment and Biobased products.

PDF: <u>PURCHASE ORDER 100% RECYCLED PAPER TOWELS ITEM BW-31400</u> PDF: <u>INVOICE RPET TOTE BAGS</u> PDF: <u>PURCHASE ORDER EXTRUDED RECYCLED PLASTIC BENCH</u>

#### Waste Management

#### **Prescription Drug Safety & Disposal**



😫 Bronze Priority 🖹 Silver Priority

**Program Summary:** In 2011 the Plainsboro Police Department began participating annually in National Operation Take Back. In 2013 the program expanded to two (2) collections within twelve months and in the spring of 2014 a permanent drop-off box opened at the Plainsboro Police Department, 641 Plainsboro Road. Originally in order to promote the program the police department sent officers to the local assisted living facility and collected the discarded medicine from their site. By 2014 the program received enough publicity that personal collections were no longer required. During 2013 Officer Timothy McMahon spearheaded the action to make the Plainsboro Police Department a permanent prescription drug drop-off location and with assistance of the police department administration this goal was achieved in 2014. Originally, brought to the attention of the general public by an article in the spring 2014 Plainsboro Reporter, the location is now advertised through the municipal website and during police presentations. The police department intends to continually participate in the annual National Operation Take Back Program, but hopes the collection from this program is decreased over time, because of the new

permanent location.

IMAGE: PHOTO OF DROP BOX LOCATION WORD: PRESCRIPTION DRUG SAFETY AND DISPOSAL POLICY PDF: PLAINSBORO REPORTER ARTICLE PDF: ADVERTISEMENTS USED FOR THE TWO (2) MOST RECENT NATIONAL TAKE BACK DAYS PDF: DOCUMENTS VERIFYING THE PAST TWO COLLECTIONS WORD: MUNICIPAL WEBSITE LINKS

**Recycling Depot** 



Program Summary: The Recycling Center, located off Grovers Mill Road, provides the opportunity for township residents to properly recycle their brush, leaves, grass clippings, ewaste, automotive batteries, rechargeable batteries, tires (with no rims), motor oil, anti-freeze and engine oil filters on a weekly basis. E-waste includes computers, monitors, keyboards, scanners, modems, printers, cables, television, VCRs and DVD players. White goods and large metal objects are only collected at the center for recycling four (4) times a year. Residents that conduct their own work are allowed to bring in small quantities of cement blocks and asphalt. The center does not accept household trash or standard recyclables that are normally collected by a resident's private vendor. Typically, from the beginning of April through the middles of December, the Recycling Center is open Monday and Thursday, 5:30 pm - 7:30 pm and Saturday from 10:00am - 5:00 pm. The remainder of the year, the center is only open on Saturdays from 10:00 am - 2:00 pm. Disposal of any item at the facility during off hours is strictly prohibited. An eight (8) foot locked fence surrounds the perimeter of the center which normally prevents any type of illegal dumping. The center is staffed by a municipal employee, who assists residents with their recyclables. Participation at the Recycling Center is limited only to the recycling and disposal of residential items generated from township residents and identification is required. Businesses operated by residents and non-residents are prohibited.

IMAGE: <u>PICTURE OF ENTRANCE GATE TO FACILITY</u> IMAGE: <u>ENTRANCE SIGN AT BEGINNING OF ACCESS ROAD</u> PDF: <u>2014 RECYCLING GUIDE</u> WORD: <u>MUNICIPAL WEBSITE LINK RECYCLING CENTER</u> PDF: <u>PLAINSBORO REPORTER ARTICLE</u>

**Community Paper Shredding Day** 



**Program Summary:** Plainsboro Township hosted its first annual shredding event in 2007 and since then about 880 people shredded approximately 42,000 pounds of paper. The events are advertised on the municipal website, in the Plainsboro Reporter and the local newspapers. Since 2007 several Plainsboro Reporter articles were devoted to paper shredding. Five (5) of the seven (7) shredding events were held in conjunction with the Middlesex County Division of Solid Waste. During those events Middlesex County paid for the shredding truck and provided staff to assist residents with the shredding; Plainsboro provided the location, traffic cones and one (1) employee. All the costs and staffing were provided by Plainsboro Township for the two (2) events hosted alone. A history of the shredding dates is as follows: • Saturday, October, 26, 2013 •

Saturday, August 11, 2012 • Saturday, November 12, 2011 • Saturday, July 17, 2010 • Saturday, July 18, 2009 • Saturday, November 22, 2008 • Saturday, November 03, 2007 Plainsboro will continue hosting an annual paper shredding event with the assistance of the Middlesex County Division of Solid Waste or alone.

PDF: <u>SHREDDING DATA - PARTICIPANTS & TONNAGE</u> PDF: <u>PLAINSBORO REPORTER ARTICLE</u> PDF: <u>PLAINSBORO REPORTER ARTICLE</u> PDF: <u>SAMPLE OF ADVERTISEMENTS</u> PDF: <u>SAMPLE OF ADVERTISEMENTS</u>

#### Grass - Cut It and Leave It Program



**Program Summary:** Beginning in the spring 2012 edition of the Plainsboro Reporter Plainsboro Township began promoting the benefits of grass recycling. Utilizing available resources from the New Jersey Department of Environmental Protection (NJDEP) Grass Cut It and Leave It program staff produced an article. Another article promoting the program was produced in the summer 2014 edition of the Plainsboro Reporter. Since 2012 Plainsboro also promotes grass recycling at its annual Founders Day Celebration. Information regarding the overall benefits of the program is distributed at the Department of Public Works tent. Municipal staff and volunteers are available to discuss the program during the event. Also, beginning in 2012 all new residents and any resident requesting recycling information receive the NJDEP Grass Cut and Leave It pamphlet in their recycling packet. A link regarding the NJDEP program is posted on the municipal website. Besides the official Cut It and Leave It program Plainsboro has been promoting grass recycling for many years. Residents are allowed to bring loose grass clippings to the Plainsboro Recycling Centers; these clippings are removed from the center by the approved Middlesex County Improvement Authority (MCIA) contractor and recycled at an authorized facility. According to submitted tonnage reports from the MCIA vendor Plainsboro recycled 44.44 tons of residential grass clippings in 2012 and 66.66 tons in 2013. Plainsboro staff understands the importance of the Cut It and Leave It and will continue promoting its benefits. Staff hopes that over time this program will decrease the use of chemical fertilizers and the watering of lawns.

PDF: <u>PLAINSBORO REPORTER</u> PDF: <u>PLAINSBORO REPORTER</u> WORD: <u>MUNICIPAL WEBSITE LINK</u> PDF: <u>PROMOTIONAL ITEM - FOUNDERS DAY & RECYCLING PACKETS</u>