



## State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
[www.highlands.state.nj.us](http://www.highlands.state.nj.us)



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

**JACK J. SCHRIER**  
*Acting Chairman*

**EILEEN SWAN**  
*Executive Director*

October 27, 2010

The Honorable Harry L. Wyant, Jr.  
Town of Phillipsburg  
675 Corliss Avenue  
Phillipsburg, New Jersey 08865

Subject: Petition for Plan Conformance  
2009 Plan Conformance Grant: Module 7  
Town of Phillipsburg - Grant #09-033-011-2119

Dear Mayor Wyant:

Thank you for your municipality's submission of a Petition for Plan Conformance. On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise you that your municipality's Petition is Administratively Complete. Within 10 days of the date of this letter, the Highlands Council will provide notice of and post the complete Petition on the Highlands Council website at: [www.highlands.state.nj.us/njhighlands/planconformance/](http://www.highlands.state.nj.us/njhighlands/planconformance/).

The process of substantive review of the Petition will now begin. We anticipate that this phase will require 45-90 days, culminating in preparation of a Draft Consistency Review and Recommendations Report. This Draft Report will provide a detailed assessment of the Petition for Plan Conformance and its level of consistency with the Highlands Regional Master Plan (RMP). The Draft Report will be provided to the municipality for review and consideration, with a municipal response period to follow, prior to any further official action. The Highlands Council will also begin consideration of your requests for Highlands Center designation, and for RMP Updates, and Map Adjustments.

Please be advised that a finding of Administrative Completeness does not preclude the Highlands Council from requesting additional information, should it prove necessary during the process of substantive review, to clarify, complete, correct, or modify a Petition in the interest of ultimately achieving Plan Conformance.

Please note that this letter has been copied to all individuals on the enclosed Plan Conformance Service List, which was developed based on the most current municipal information available to the Highlands Council. The list should contain the names and contact information for the specific individuals designated by the municipality to receive copies of all direct communications from the Highlands Council regarding Plan Conformance. Please review the Plan Conformance Service List for inclusion of all appropriate individuals and for accuracy of contact information. To the extent feasible, we would

prefer to send copies of the original paper communication to Service List representatives by e-mail. Please be aware that the Service List will become a public document, however, and should not contain personal e-mails that individuals may wish to keep private. Should modifications to the Service List be necessary, please forward the requested changes by e-mail to your Highlands Council Staff Liaison, whose name and contact information is provided below. Please be advised that the Service List should be limited to municipal officials, staff representatives, and/or municipal professionals responsible for guiding or assisting in the Plan Conformance process. All other interested parties will have access to municipal Plan Conformance reports, status, and Petition materials via postings and tracking sheets to be incorporated into the Highlands Council website. The Service List is a subset of the complete municipal contact list maintained by the Highlands Council, which will be updated by the municipality on-line, as discussed in the Module 7 instructions for Municipal Petitions for Plan Conformance (see Part C, on page 6). Separate instructions have been provided to your Municipal Clerk for this update process.

We are also pleased to advise that you may now submit all 2009 Plan Conformance Grant invoices accumulated through the date of submittal of your municipality's Petition for Plan Conformance for costs pertaining to Modules 3, 5, 6 and 7. All invoices should be grouped by Module and must be broken down by task, employee, date completed, hours spent, and applicable billable rate. The funding amount immediately available for reimbursement for these modules is \$23,000. As per your grant agreement any potential overages must be presented to the Highlands Council for approval prior to work being performed. As we partner together, in the future, please understand that the Council may not honor overages that have not received prior approval consistent with the grant agreement.

A Highlands Council Staff Liaison has been assigned to each municipality to coordinate interactions with municipal staff and consultants on any issues regarding Petitions for Plan Conformance. The Staff Liaison for your municipality is Chris Danis, Principal Planner, who may be reached by telephone at (908) 879-6737 ext. 117, or via e-mail at [chris.danis@highlands.state.nj.us](mailto:chris.danis@highlands.state.nj.us). Should any Liaison assignment or contact information change, we will notify you without delay. If you have questions or concerns regarding grants or invoices, please contact Herbert August, Manager of Grants Administration at (908) 879-6737 ext. 105, or via e-mail at [herbert.august@highlands.state.nj.us](mailto:herbert.august@highlands.state.nj.us). Should you or other elected or appointed officials have any other questions, I will also continue to be available to you for all Highlands matters and can be reached at (908) 879-6737 ext. 101, or via e-mail at [eileen.swan@highlands.state.nj.us](mailto:eileen.swan@highlands.state.nj.us).

Thank you for partnering with the Highlands Council to protect the unique qualities of the Highlands Region. We recognize the significant time and effort that have gone into development of your Petition for Plan Conformance and look forward to working with you to ensure a successful outcome.

Yours sincerely,



Eileen Swan  
Executive Director

enclosure

c: Plan Conformance Service List

Michele Broubalow  
Administrator  
675 Corliss Avenue  
Phillipsburg, NJ 08865

Joel Kobert  
Attorney  
Courter Kobert & Cohen PC  
1001 route 517  
Hackettstown, NJ 07840

Greg Gianforaro  
Board of Adjustment Attorney  
675 Corliss Avenue  
Phillipsburg, NJ 08865

Stanley Schrek  
Engineer  
Van Cleef Engineering Associates  
1128 Route 31  
Lebanon, NJ 08833

Harry L. Wyant  
Mayor  
675 Corliss Avenue  
Phillipsburg, NJ 08865

Michele Broubalow  
Municipal Clerk  
675 Corliss Avenue  
Phillipsburg, NJ 08865

David Maski  
Planner  
Van Cleef Engineering Associates  
1128 Route 31  
Lebanon, NJ 08833

Bruce Jones  
Planning Board Attorney

Dominic Comito  
Planning Board Chair  
675 Corliss Avenue  
Phillipsburg, NJ 08865



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## Instructions for Highlands Municipal Contact Database

The NJ Highlands Council has launched a web based database to store contact information for the 88 municipalities located in the region. To access the online municipal database, please follow these instructions:

1. open a web browser and go to the web address, <http://njhighlandsftp.com>



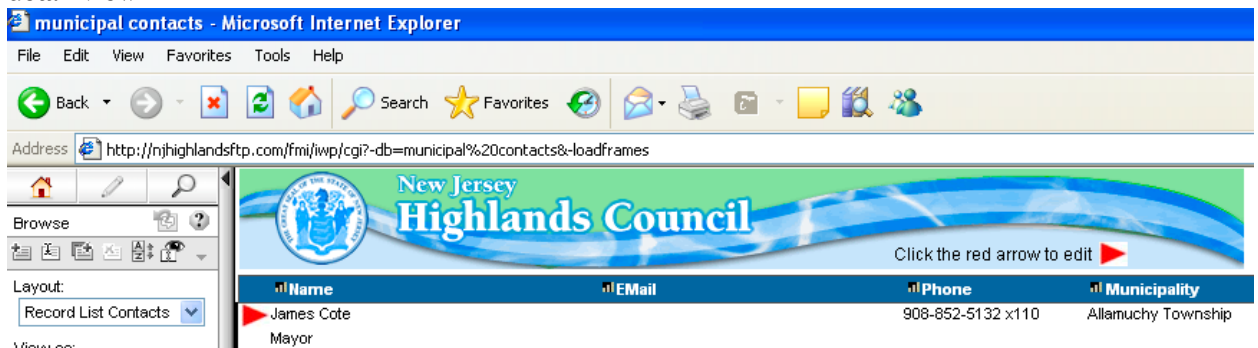
2. Click on the municipal contacts link to open the login screen. The username is Phillipsburg and the password is phillipsburg22. The password is case sensitive. Do not include the words borough or township with the username.

Open database "municipal contacts" with:

Guest Account  
 Account Name and Password

Account Name:   
Password:

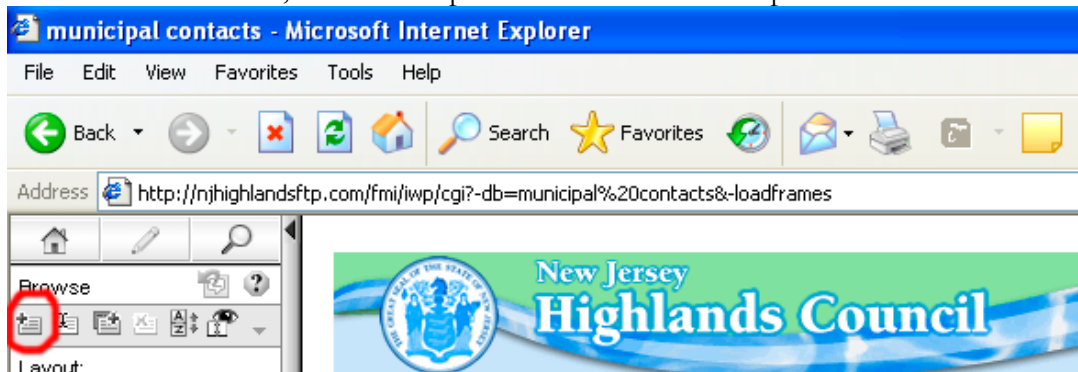
- To edit a record, click on the red arrow to the left of each entry. This will open the record detail view.



- To begin editing, click in any of the fields to make changes. When finished editing, click on the submit button located on the left of the screen.



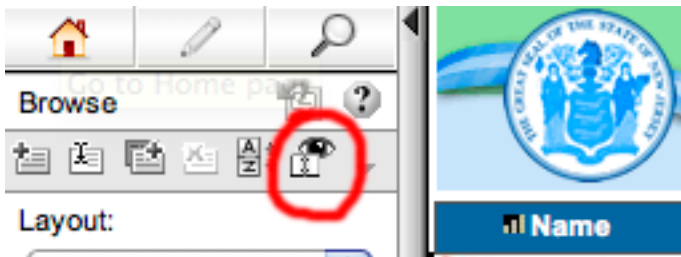
- To enter a new record, click on the plus icon located in the top left of the browser.



6. Fill in the appropriate fields. A last name is required for all new records. Use the tab key to advance to the next field. Click the submit button when finished.
7. To return to the list view, click on the blue 'Return to List' button.



8. If you accidentally click on the 'Show all Records icon', you will see the entire list of municipal contact records.



to return to your municipalities records, click on the 'Go to My records' button located in the upper right corner of your browser.



9. To exit the database, click on the Logout button located in the lower left area of the web browser.

