

BOROUGH OF GLASSBORO

KAREN COSGROVE, RMC/CMR
Borough Clerk
Phone: 856-881-9230 ext. 88144
kcosgrove@glassboro.org

KATHLEEN MCLEER, CMR
Deputy Borough Clerk
Phone: 856-881-9230 ext. 88199
kmcleer@glassboro.org



"Summit City USA"

BOROUGH CLERK'S OFFICE
1 South Main Street
Glassboro, NJ 08028-2592
Fax: 856-881-4248

Borough of Glassboro Website
www.glassboro.org



April 25, 2023

Vicki Koch

Via Email: opra+request-41649-2a045f75@requests.opramachine.com

Dear Ms. Koch,

The Borough of Glassboro received your Open Public Records Act (OPRA) request on April 11, 2023 with clarification received on April 18, 2023. The Records Custodian, Terri Fanfarillo, received your clarified OPRA request on April 18, 2023. As such, this seven (7) business day deadline to respond to your request is April 27, 2023. This response to your request is being provided to you on the fifth business day after the custodian's receipt of said request.

The following records were requested:

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Building permits if issued for the following:

Delsea Drive Apartments

Cawley Crossing Residential Campus

Yours faithfully,

Vicki Koch

Dear Kerrienne Kennedy,

I thought I sent the clarification back but I received another request. This is the information that you asked for:

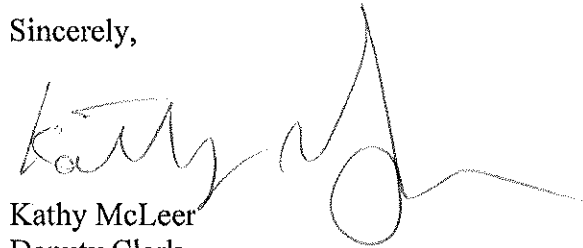
Delsea Drive Apartments Delsea Dr S Block 425 Lot 6-8 Cawley Crossing Residential Campus 245 E High St Block 413, Lot 14

Yours sincerely,
Vicki Koch

These records are being transmitted to you via email at: opra+request-41649-2a045f75@requests.opramachine.com, as per your request. Pursuant to N.J.S.A. 47:1A-5.b., the cost associated with this request is zero. The response to your above referenced request is being denied because no records are responsive to this request in the noted office.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Borough of Glassboro to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail to the following at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

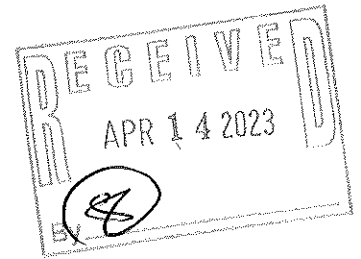
Sincerely,

A handwritten signature in cursive script, appearing to read "Kathy McLeer", followed by a long horizontal flourish.

Kathy McLeer
Deputy Clerk
Borough of Glassboro

Sheila Ortiz

From: Karen Cosgrove
Sent: Friday, April 14, 2023 10:05 AM
To: Sheila Ortiz; Kerriane Kennedy
Cc: Kathy McLeer
Subject: FW: [EXTERNAL] OPRA request - Building permit



Please process.

-----Original Message-----

From: Vicki Koch <opra+request-41649-2a045f75@requests.opramachine.com>
Sent: Tuesday, April 11, 2023 1:22 PM
To: Karen Cosgrove <KCosgrove@glassboro.org>
Subject: [EXTERNAL] OPRA request - Building permit

Dear Glassboro Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:
Building permits if issued for the following:

Delsea Drive Apartments

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Yours faithfully,

Vicki Koch

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-41649-2a045f75@requests.opramachine.com

Is kcosgrove@glassboro.org the wrong address for OPRA requests to Glassboro Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=glassboro_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

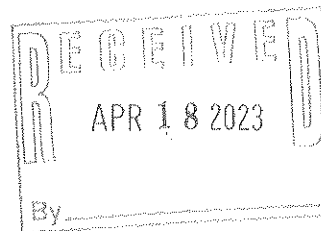
View this OPRA request & responses online:
https://opramachine.com/request/building_permit_20

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

Sheila Ortiz

From: Kerrienne Kennedy
Sent: Tuesday, April 18, 2023 3:15 PM
To: Sheila Ortiz
Subject: FW: [EXTERNAL] RE: OPRA: Koch



Thank you,
Kerrienne Kennedy
Clerk's office
Admin. Assistant/Deputy Registrar
KKennedy@glassboro.org
phone: 856-881-9230 ext 88198
fax: 856-881-4248

-----Original Message-----

From: Vicki Koch [mailto:opra+request-41649-2a045f75@requests.opramachine.com]
Sent: Tuesday, April 18, 2023 12:49 PM
To: Kerrienne Kennedy <KKennedy@glassboro.org>
Subject: [EXTERNAL] RE: OPRA: Koch

Dear Kerrienne Kennedy,
I thought I sent the clarification back but I received another request. This is the information that you asked for:
Delsea Drive Apartments Delsea Dr S Block 425 Lot 6-8 Cawley Crossing Residential Campus 245 E High St Block 413, Lot 14

Yours sincerely,
Vicki Koch
-----Original Message-----

Good Morning,
Per my pervious email we are seeking clarification on your attached OPRA request. At this time we are unable to process your request without a specific Block(s) and Lot(s) or address. Please provide us with this information, if we do not hear back from you by this Friday April 21, 2023 your OPRA request will be closed out.

Thank you,
Kerrienne Kennedy
Clerk's office

Admin. Assistant/Deputy Registrar

From: Kerrienne Kennedy

Sent: Friday, April 14, 2023 11:46 AM

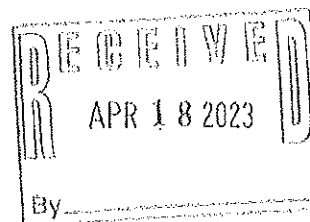
To: '[OPRA #41649 email]'

<[OPRA #41649 email]>

Cc: Karen Cosgrove <[email address]>; Kathy McLeer

Sheila Ortiz

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Thank you,
Kerrienne Kennedy
Clerk's office

Admin. Assistant/Deputy Registrar

NO RECORD RESPONSIVE TO THIS
REQUEST EXISTS IN THIS DEPARTMENT

Kerri Kennedy 4/25/23
Construction

From: Kerrienne Kennedy

Sent: Friday, April 14, 2023 11:46 AM

To: '[OPRA #41649 email]'

<[OPRA #41649 email]>

Cc: Karen Cosgrove <[email address]>; Kathy McLeer