

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



January 29, 2026

Via email only: opra+request-86105-ca84caa6@requests.opramachine.com

Nicole Echelberger

Re: Open Public Records Act Request

Dear Ms. Echelberger,

The Borough of Glassboro Official Records Custodian received your request for records pursuant to the Open Public Records Act (OPRA) on January 20, 2026. Accordingly, the seven (7) business day deadline to respond is January 29, 2026. However, due to the Borough being closed on January 26, 2026; as a result of inclement weather, the response deadline has been extended to January 30, 2026. This response is being provided on the sixth (6th) business day following the Custodian's receipt of your request.

Your records request was as follows:

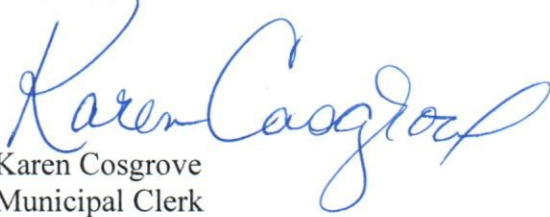
RECORDS REQUESTED: Any/all records pertaining to open or closed construction permits, and/or property violations.

Copies of the identified records are enclosed.

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

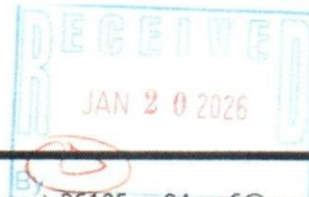
toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail to the following at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Very truly yours,

A handwritten signature in blue ink that reads "Karen Cosgrove". The signature is fluid and cursive, with the first name "Karen" and last name "Cosgrove" clearly distinguishable.

Karen Cosgrove
Municipal Clerk
Borough of Glassboro

Sheila Ortiz



From: Nicole Echelberger <opra+request-86105-ca84caa6@requests.opramachine.com>
Sent: Tuesday, January 20, 2026 4:12 PM
To: Sheila Ortiz
Subject: RE: OPRA request - OPRA REQUEST: Construction Permits & Violations - 347-B
Oakwood Ave., Glassboro, NJ 08028

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Sheila Ortiz,

1) I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

2) I, or another person, WILL NOT use the requested government records for a commercial purpose.

3) I AM NOT seeking records in connection with a legal proceeding.

Yours sincerely,

Nicole Echelberger

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

See attached
Leri Fanzillo
Construction
1/22/26

Good afternoon Ms. Echelberger,

We are in receipt of your request, however, in order for us to proceed with your request. There are three (3) questions on the form that are required to be answered. Attached is the OPRA Form with those questions in the "Requester Information" section on the first page.

Once we receive your responses we can then proceed with the processing of your request.

Feel free to reach out with any questions.

Best Regards,

Sheila

Sheila Ortiz

Clerks Office

Administrative Assistant / Deputy Registrar

[email address]

PH: 856-881-9230 ext. 88197

FX: 856-881-4246

Please use this UNIQUE email address for all replies to this request and no other:

opra+request-86105-ca84caa6@requests.opramachine.com

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

<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelpp%2fofficers&c=E,l,iL9COjP3lavvVG9s6JoFhMISlj2kEGSI3T-rLuxrkXtlvBkX0oNJAQLVb5NbiZ6IMj07owqlJ6DITq38nKj-fxEtwvlg-x9mjrGrwakaMWO4MUD1bFEjWxgyhQ,&typo=1>

View this OPRA request & responses online:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fopra_request_construction_permit&c=E,l,fEhUCxEUIdszNR5DWGJGLuFLKIENpUxcc6v4WLRQwmfZHcsTCeKfRcoeX3vhoMZmAMOKsW9-8pQrCK-SIOEye9O5Xf5i6G7ZO0a9Qc7TY_2Hvva9Im52GQ,,&typo=1

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.

OPRA REQUEST: Construction Permits & Violations - 347-B Oakwood Ave., Glassboro, NJ 08028

Nicole Echelberger made this OPRA request to Glassboro Borough

83 / 5

Follow

1 follower

The request is **waiting for clarification**. If you are Nicole Echelberger, please [sign in](#) to send a follow up message.

Nicole Echelberger January 20, 2026

Unknown

Dear Glassboro Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

RECORDS REQUESTED: Any/all records pertaining to open or closed construction permits, and/or property violations.

My preferred delivery method for response(s) to this request is by E-mail as attachments.

Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Thanks,

Nicole Echelberger

856-270-8805

[email address]

Sheila Ortiz, Glassboro Borough January 20, 2026

1 Attachment

New OPRA form Sept.2024.pdf

353K [Download](#) [View as HTML](#)

Good afternoon Ms. Echelberger,

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Feel free to reach out with any questions.

Best Regards,
Sheila

Sheila Ortiz
Clerks Office
Administrative Assistant / Deputy Registrar
[email address]
PH: 856-881-9230 ext. 88197
FX: 856-881-4246

show quoted sections

Nicole Echelberger January 20, 2026

Unknown

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Permits

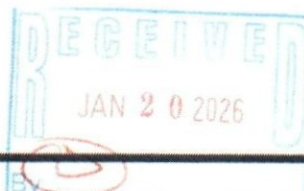
(All Data, Block/Lot = '83 5' - 1 records)

<u>Permit Number</u>	<u>Permit Issue Date</u>	<u>Control Number</u>	<u>Location Address</u>	<u>Block</u>	<u>Lot</u>	<u>Application Date</u>	<u>Application Status</u>	<u>Subcod es Used</u>	<u>Work Description Comments</u>	<u>Cost</u>	<u>Close Date</u>	<u>Owner Name</u>	<u>Agent Name</u>
01-364	09/07/2001	56158	347 B OAKWOOD AVENUE	83	5	09/07/2001	Abandoned	E P	A/C	650		FULLER	

650.

Grand Totals

Sheila Ortiz



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Nicole Echelberger

Health + Housing
NO RECORD RESPONSIVE TO THIS
REQUEST EXISTS IN THIS DEPARTMENT
K. Hanne 1/27/26

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

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<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,iL9COjP3la vvVG9s6JoFhMISlj2kEGSI3T-rLuxrkXtIvBkX0oNJAQLVb5NbiZ6IMj07owqlJ6DITq38nKj-fxEtwwlg-x9mjrGr-wakaMWO4MUD1bFEjWxgyhQ,&typo=1>

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https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fopra_request_construction_permit&c=E,1,fEhUCxEUIdszNR5DWGJGLuFLKIENpUxccc6v4WlrQwmfZHcsTCeKfRcoeX3vhoMZmAM OKsW9-8pQrCK-S1OEye9O5Xf5i6G7ZO0a9Qc7TY_2Hvva9Im52GQ,,&typo=1

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Follow 1 follower

OPRA REQUEST: Construction Permits & Violations - 347-B Oakwood Ave., Glassboro, NJ 08028

[Nicole Echelberger](#) made this OPRA request to [Glassboro Borough](#)

Follow

1 follower

The request is **waiting for clarification**. If you are [Nicole Echelberger](#), please [sign in](#) to send a follow up message.

Nicole Echelberger **January 20, 2026**

Unknown

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