

Amy Revak Open Records Officer
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RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: September 17, 2025

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX **IN-PERSON**

NAME OF REQUESTOR : Jeff Abramowitz

STREET ADDRESS : _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

The information sought is presented on:

Attachment A

Attachment E

Attachment B

Attachment F

Attachment C

Attachment G

Attachment D

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? **(YES)** or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

*****Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)***

Open Records Officer *Amy Revak* **Official Use Only**
Date Received By Agency *9/18/25* (also time stamp)
Agency Five (5) Day Response Due *9/25/25*
Copy Fee _____

ATTACHMENT A

I am requesting the opportunity to review the following documents for the years 2021 through 2025. Specifically, as it relates to work done on behalf or for the Fayette County Recorder of Deeds, the Fayette County Recorder of Deeds office, or Fayette County, Pennsylvania, I would like the opportunity to inspect and review the following items:

1. Any and all Invoices related to services rendered by:

- TJ Kosin
- The Kosin Group
- Brittany Kosin
- Theodore J. Kosin
- Theodore James Kosin
- We Design Nay Website
- Theo and Sons
- Jamison Embroidery
- Porcupine Gear

2. Any and all negotiated instruments (cashed checks) issued to to the following entities:

- TJ Kosin
- The Kosin Group
- Brittany Kosin
- Theodore J. Kosin
- Theodore James Kosin
- We Design Nay Website
- Theo and Sons
- Jamison Embroidery
- Porcupine Gear

3. Records of payments (wire transfer, credit card payments, etc) to:

- TJ Kosin
- The Kosin Group
- Brittany Kosin
- Theodore J. Kosin
- Theodore James Kosin
- We Design Nay Website
- Theo and Sons
- Jamison Embroidery
- Porcupine Gear

for services, work or products done for on or behalf of or for the benefit of Fayette County Recorder of Deeds, the Fayette County Recorder of Deeds office, or Fayette County, Pennsylvania

4. Any and all contracts, agreement or understanding (whether written or oral) existing between the Fayette County Recorder of Deeds, the Fayette County Recorder of Deeds office, or Fayette County, Pennsylvania and:

- TJ Kosin
- The Kosin Group
- Brittany Kosin
- Theodore J. Kosin
- Theodore James Kosin
- We Design Nay Website
- Theo and Sons
- Jamison Embroidery
- Porcupine Gear

5 Requests for payments and/or reimbursements made by:

- TJ Kosin
- The Kosin Group
- Brittany Kosin
- Theodore J. Kosin
- Theodore James Kosin
- We Design Nay Website
- Theo and Sons
- Jamison Embroidery
- Porcupine Gear

ATTACHMENT B

I am submitting a request under the Right to Know Law of Pennsylvania for access to records related to review and inspect: a) reimbursement requests submitted to or approved by Jon Marietta; b) reimbursement requests made by or on behalf of Jon Marietta; or c) reimbursement requests approved by a person authorized to approve a reimbursement by the Recorder of Deeds office. The period of time for which this request applies would be for the years 2021 through the date of this request.

For the purpose of this request, the request to review reimbursement requests include requests for reimbursement made regardless of the name, which includes, but are not limited to:

1. Reimbursement Request
2. Expense Reimbursement Claim
3. Refund Request
4. Expense Report
5. Cost Reimbursement Application
6. Financial Reimbursement Submission

Additionally, I would like to review and inspect any and all receipts, invoices, bills, or other documentation that were attached to or made a part of the reimbursement requests specified above.

ATTACHMENT C

I am submitting a request for information under Pennsylvania's Right to Know Act concerning the Fayette County Recorder of Deeds website (<https://fayettecountyrecorderofdeeds.com/> or fayettecountrecorderofdeeds.com).

Specifically, I am requesting the right to review and inspect any item, document or record relating to the following:

1. Website Acquisition and Registration

- a. The names of all individuals involved in the acquisition, registration, and reservation of the website, as evidenced through statements, bills, invoices, emails, etc.
- b. The name of the company or companies that assisted in the acquisition, registration, and reservation of the website, as evidenced through statements, bills, invoices, emails, etc.
- c. The total amount paid to any individual or company for their assistance in the acquisition, registration, and reservation of the website, as evidenced through statements, bills, invoices, emails, etc.
- d. The date that the website was reserved, as evidenced through statements, bills, invoices, emails, etc.
- e. The name of the company that was used to register the domain name.

2. Website Build-Out and Design

- a. All information associated with the build-out and design of the website, including names of all individuals involved in these processes, as evidenced through statements, bills, invoices, emails, etc.
- b. Copies of any agreements related to the build-out and design of the website, as evidenced through statements, bills, invoices, emails, etc.

3. Website Hosting

- a. The name or names of any person or company involved in the hosting of the website, as evidenced through statements, bills, invoices, emails, etc.

b. Any and all invoices associated with the hosting of the website, as evidenced through statements, bills, invoices, emails, etc.

c. Any and all payments or negotiated checks tendered for the hosting of the website, as evidenced through statements, bills, invoices, emails, etc.

4. Updates and Changes to the Website

a. The name or names of any individuals or companies involved in updates, changes, or redesigns of the website, as evidenced through statements, bills, invoices, emails, etc.

b. Copies of any invoices associated with such updates or redesigns, as evidenced through statements, bills, invoices, emails, etc.

c. Copies of any payments or negotiated checks issued for these services, as evidenced through statements, bills, invoices, emails, etc.

5. Agreements and Contracts

a. Any agreements or contracts related to the website, its hosting, design, or any ongoing maintenance work performed on the website, as evidenced through statements, bills, invoices, emails, etc.

6. Emails, TEXTS, Approval or Sign-Off Sheet

Copies of any emails, text messages, or sign-off sheets related to the buildout, modifications or changes made to the website.

7. Domain Ownership Information

The name or names of every entity or person who has been identified as being the owner of the site, since the domain name has been registered, as evidenced through statements, bills, invoices, emails, etc.

ATTACHMENT D

I am writing to formally request review and inspect all documents, emails, text messages, and records pertaining to the Recorder of Deeds Automation fund. Specifically, I would like to review the following documents for each calendar year from 2022 through 2025:

Request for Each Calendar Year

Request for Year 2022

1. All invoices that were paid from Recorder of Deeds Automation Fund (hereinafter “fund”).
2. All bills that were paid with from the fund.
3. All negotiated checks (cashed checks) drawn from a fund checking account.
4. Proof of payments made from the fund.
5. All contracts that were the basis of payments made from and drawn from the fund.
6. An annual ledger for the year 2022 automation fund.
7. Copies of any and all public solicitations or requests for bids for projects, consultants, social media work, software, construction projects, etc where such was paid for from the fund.

Request for Year 2023

1. All invoices that were paid from Recorder of Deeds Automation Fund (hereinafter “fund”).
2. All bills that were paid with from the fund.
3. All negotiated checks (cashed checks) drawn from a fund checking account.
4. Proof of payments made from the fund.
5. All contracts that were the basis of payments made from and drawn from the fund.
6. An annual ledger for the year 2022 automation fund.

7. Copies of any and all public solicitations or requests for bids for projects, consultants, social media work, software, construction projects, etc where such was paid for from the fund.

Request for Year 2024

1. All invoices that were paid from Recorder of Deeds Automation Fund (hereinafter “fund”).
2. All bills that were paid with from the fund.
3. All negotiated checks (cashed checks) drawn from a fund checking account.
4. Proof of payments made from the fund.
5. All contracts that were the basis of payments made from and drawn from the fund.
6. An annual ledger for the year 2022 automation fund.
7. Copies of any and all public solicitations or requests for bids for projects, consultants, social media work, software, construction projects, etc where such was paid for from the fund.

Request for Year 2025

1. All invoices that were paid from Recorder of Deeds Automation Fund (hereinafter “fund”).
2. All bills that were paid with from the fund.
3. All negotiated checks (cashed checks) drawn from a fund checking account.
4. Proof of payments made from the fund.
5. All contracts that were the basis of payments made from and drawn from the fund.
6. An annual ledger for the year 2022 automation fund.
7. Copies of any and all public solicitations or requests for bids for projects, consultants, social media work, software, construction projects, etc where such was paid for from the fund.

ATTACHMENT E

I am writing to formally request review and inspect all documents, invoices, emails, text messages, and records pertaining to the Recorder of Deeds relationship (excluding privileged and confidential matters) with its legal representative for the years.

In furtherance of the above, please provide :

Request 1: Year 2019

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2019. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide copies of any all records of payment made to the Solicitor or legal representative for the year listed above.

Request 2: Year 2020

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2020. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide copies of any all records of payment made to the Solicitor or legal representative for the year listed above.

Request 3: Year 2021

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2021. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide copies of any all records of payment made to the Solicitor or legal representative for the year listed above.

Request 4: Year 2022

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2022. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide copies of any all records of payment made to the Solicitor or legal representative for the year listed above.

Request 4: Year 2023

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2023. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide copies of any all records of payment made to the Solicitor or legal representative for the year listed above.

Request 5: Year 2024

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2024. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide copies of any all records of payment made to the Solicitor or legal representative for the year listed above.

Request 6: Year 2025

Please provide all invoices, billing statements, retention agreements, and retention letters related to funds paid to the Recorder of Deeds Solicitor or any legal representative for the calendar year 2025. Additionally, please include the identity of the solicitor or any legal representative who provided legal work to the Fayette County recorder of deeds office during that year. Additionally, please provide any and all records of payment made to the Solicitor or legal representative for the year listed above.

ATTACHMENT F

I am requesting access to inspect and review the following records relating to **R2 & C, LLC** and/or **R2 & Constructing**, in connection with the construction services it performed for the Fayette County Recorder of Deeds i f fice or the Fayette County Recorder of Deeds, the solicitation for bids and request for proposals, which may have happened prior to R2 & C, LLC or R2 & Constructing being awarded the construction job, Fayette County's purchasing policies, Fayette County's Request for Proposal/Request for Bid policies, and Fayette County's Contract policies as it relates to third parties.

Please provide the following:

1. Any and all Requests for Proposals (RFPs) or Requests for Bids related to the project ultimately awarded to R2 & C.
2. Any and all publications, trade journals, or platforms in which the RFP or Requests for Bids were advertised.
3. Any and all submitted by R2 & C or any other company in response to the RFP or Requests for Bids.
4. Any and all pre-work estimates provided by R2 & C or any other bidding company.
5. Any handwritten notes, letters, communications, emails, or text messages in relation to the works performed by R2 & C for the Fayette County Recorder of Deeds i f fice.
6. Emails, communications, or letters exchanged between the Fayette County Recorder of Deeds i f fice and any contractors regarding the project awarded to R2 & C.
7. Invoices submitted by R2 & C to the Fayette County Recorder of Deeds i f fice or Fayette County for the work performed for the Recorder of Deeds.
8. Fayette County's purchasing or procurement policies.
9. Fayette County's contracting policies
10. Fayette County's Vendor Policies.
11. Payments (in the form of checks, credit card payments, wire transfers, etc) made to R 2 & C for work it performed for the Recorder of Deeds i f fice.

ATTACHMENT G

Pursuant to the Right to Know Act, I am requesting access to review and inspect the following information:

1. List all official Fayette County Recorder of Deeds social media accounts (including but not limited to Facebook, TruthSocial, TikTok and Twitter/X) for which the Recorder of Deeds i f fice, Jon Marietta as the Recorder of Deeds or a third party, acting at the direction or authority of the Recorder of Deeds or Jon Marietta, holds oversight. Specifically, I request:

- The date each account was established.
- The name(s) of all people who have exercised control or who currently exercise control over each account.

2. Any written social media policies regarding each account, including:

- The date such policies were promulgated.
- Visual confirmation of such policies.

3. The name(s) of any person(s) who have been banned from any of these social media accounts, along with the reasons for such bans.

4. If a third party has been given compensation for work performed in relation to such accounts, please provide:

- The name of the person or company that performed the work.
- The hourly rate or the fixed rate paid to each person or company that has performed such work;
- Invoices for the work performed.
- Documents evidencing payments to such parties.