

Summary of Spreadsheet Submitted by Deputy Village Clerk Wendy Scharf in response to the false allegations made against Deputy Village Clerk Wendy Scharf regarding the “refusal” of information by Trustee Anne Snyder at the January 19, 2016, Board of Trustees’ Meeting

- Prior to the 1/19/16 Board of Trustees’ Meeting, Trustee Anne Snyder had submitted to the Deputy Village Clerk/Board Liaison a total of 36 requests for information and documentation.
- Of the 36 requests submitted, on 1/19/16 (the date of the Board of Trustees’ meeting), 33 of those requests had been fulfilled.
- Of the 36 requests submitted, 1 request (#23 on the spreadsheet attached) was referred to the Mayor for reasons that are detailed in the spreadsheet.
- Of the 36 requests submitted, 1 request (#34 on the spreadsheet attached), which was received on 1/13/16, was pending legal review and was fulfilled on 1/26/16 (fulfilled within 8 business days of submission).
- Of the 36 requests submitted, 1 request (#30 on the spreadsheet attached), which was received on 1/7/16, was being compiled by the Finance Department and was fulfilled on 1/21/16 (fulfilled within 9 business days of submission).
- As of today, February 16, 2016, Trustee Anne Snyder has submitted a total of 43 requests for information and documentation.
- Of the 43 requests submitted, 41 of those requests have been fulfilled.
- Of the 43 requests submitted, 2 requests (#23 and #37 on the spreadsheet attached) have been referred to the Mayor for reasons that are detailed in the spreadsheet.

***NOTE:** During the January 19, 2016, Board of Trustees’ Meeting, Trustee Snyder said that she made a request via email for “proof of CHIPS payment” that was “Refused”. A comprehensive search of every email received by Deputy Village Clerk Wendy Scharf from Trustee Snyder failed to reveal such a request. On Friday, January 29, 2016, Trustee Anderson requested proof of the CHIPS payment, which I obtained for him. I then notified the entire Board of Trustee Anderson’s request and stated that I had the documentation and asked if anyone else would like a copy to please let me know. Trustee Snyder did not respond.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
1	Copies of 9/18/15 and 10/7/15 Meeting Minutes	After-hours request made at 6:07 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 10:10 AM	Although both meeting minutes and attachments were available on the Village website, the documents were provided to Trustee Snyder via email in 1 hour and 10 minutes of receipt of her request.
2	Multiple questions (4) regarding the 2016 Sand and Salt agreement with the Town of Brookhaven	After-hours request made at 6:26 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 10:42 AM	Answers provided in 1 hour and 42 minutes of receipt of her questions.
3	Copy of current (prior to 10/20/15 meeting) Winters Brothers contract	After-hours request made at 6:28 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 12:12 PM	Answered Trustee Snyder within 3 hours and 12 minutes after undertaking a search of the previous Clerk's Office files as well as requesting a search of the previous Finance Department's files.
4	Follow-up on above string (Item #3 above) with request to reach out to Winters Brothers for a copy of previous contract.	After-hours request made at 8:18 AM on Saturday 10/17/15; Received at 9:00 AM on Monday 10/19/15.	Tuesday 10/20/15 at the Monthly Board Meeting	All necessary information was obtained and provided to the Board at the Monthly Board Meeting. All Trustee questions were satisfactorily answered. This resolution was voted on and passed 5-0 to approve the contract.
5	Multiple questions (3) regarding the 2015-16 Snow Plow Contract	After-hours request made at 6:31 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 11:20 AM	Answers provided in 2 hours and 20 minutes of receipt of her questions.
6	Multiple questions (8) regarding the Street Sweeper	After-hours request made at 7:11 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 4:46 PM	Answered Trustee Snyder after undertaking a search of the previous Clerk's Office files and locating the original resolution for purchase dating back to May 2013. Copy of said document was made for Trustee Snyder. In addition, the Finance Department accessed archived records and pulled the amortization schedule, a copy of which was also made and provided to Trustee Snyder. Other answers were obtained from Peter Costelloe, Superintendent of Department of Public Works, and provided in the response to Trustee Snyder and the Board of Trustees.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
7	Personnel information pertaining to a former employee and civil service question	After-hours request made at 7:19 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 1:25 PM	The requested personnel information was pulled for Trustee Snyder's review and the civil service question was answered within 4 hours and 25 minutes of receipt of her questions and request for document review.
8	Village Election question	After-hours request made at 7:22 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 11:32 AM	Answered and provided election document (that was accessible via the Village's website) via email for Trustee Snyder's convenience within 2 hours and 32 minutes of receipt of her question.
9	Ethics Committee Structure question	After-hours request made at 7:25 PM on Thursday 10/15/15; Received at 9:00 AM on Friday 10/16/15.	Friday 10/16/15 at 11:34 AM	Answered within 2 hours and 34 minutes of receipt of her question.
10	Vacant house list	After-hours request made at 8:57 AM on Saturday 10/17/15; Received at 9:00 AM on Monday 10/19/15.	Monday 10/19/15 at 10:58 AM	Obtained the requested list from the Code Dispatcher and provided the list via email to Trustee Snyder within 1 hour and 58 minutes of receipt of her request.
11	Redacted user print-out from vendor	Tuesday 10/20/15 at 10:58 AM	Responded to request Tuesday 10/20/15 at 11:17 AM; Document ready on Thursday 10/22/15	Trustee Snyder emailed at 10:58 AM requesting that I prepare a redacted version of this report for her by the Monthly Meeting at 7:00 PM that same day. Due to other Board-related, time-sensitive matters, I advised her at 11:17 AM that I would prepare the document and have it ready for her to pick-up on Thursday morning 10/22/15.
12	Unpaid tax listing	After-hours request made at 8:02 PM on Tuesday 10/20/15 to Treasurer Hedy Bluth.	The week of 11/9/15	On Thursday, 10/22/15, Treasurer Bluth asked that I, as Board Liaison, handle the delivery of this information to Trustee Snyder once Treasurer Bluth had it prepared. I informed Trustee Snyder of the same and gave an update that Treasurer Bluth provided (she had contacted the software company with the request and was awaiting a response) on the status at 4:29 PM on 10/22/15. Treasurer Bluth provided the hard-copy of the document that she obtained from the software company, which was quite voluminous and unable to send via email due to size restrictions, which I then provided to Trustee Snyder during the week of 11/9/15.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
13	Copy of vendor application form	Wednesday 10/21/15 11:55 AM	Friday 10/23/15 9:21 AM	Document was obtained from Village Clerk files and available within 48 hours of receipt of the request.
14	Enlarged copies of user print-out from vendor	Friday 10/23/15 2:33 PM	Tuesday 10/27/15 4:10 PM	Documents were prepared as requested and available for Trustee Snyder in approximately 48 (business) hours from receipt of request.
15	Specific vendor information	Request made before Village Hall was open on Wednesday 10/28/15 at 8:16 AM. Request received on Wednesday 10/18/15 at 9:00 AM.	Wednesday 10/28/25 11:18 AM	Trustee Snyder asked a number of questions. Additionally, she wanted a number of vendor applications. I answered the questions that I could and indicated to her that the remainder of her request was out of my area of expertise and Trustee Snyder would need to speak with the Village Clerk/Administrator. She thanked me for the information that I provided. Response time for this request was 2 hours and 18 minutes.
16	July 2015 resolution question	Thursday 10/29/15 9:55 AM	Thursday 10/29/15 10:54 AM	Trustee Snyder came into Village Hall and we discussed her questions in person. I then followed-up with the Board at 10:54 AM to inform them that Trustee Snyder was confused and the issue had been resolved within minutes.
17	Questions asked during the 11/4/15 Board of Trustees' Meeting	Trustee Snyder asked questions on the dais during the 11/4/15 meeting after 6:00 PM	Thursday 11/5/15 11:33 AM	Trustee Snyder asked multiple questions relating to various topics during the 11/4/15 Board of Trustees' meeting. Upon my arrival to Village Hall the following business day, I sought out the answers to her questions and emailed her within 2 hours and 33 minutes.
18	Platinum Recycling and Waste Dump Receipts	Monday 11/9/15 10:50 AM	Thursday 11/12/15 in-person.	Secretary to the Mayor Joan Crawford obtained the requested dump receipts. All documentation was provided to Trustee Snyder in person on Thursday 11/12/15.
19	Employee village cell phone numbers	Monday 11/9/15 12:35 PM	Monday 11/9/15 1:50 PM	Responded to Trustee Snyder with the requested information within 1 hour and 15 minutes. When Trustee Snyder sent her request I was on lunch.
20	Building file: Jefferson Drive	Request sent before Village Hall was open a 6:13 AM on 11/12/15	1st response at 8:35 AM on 11/12/15; 2nd response at 8:58 AM on 11/12/15	Trustee Snyder sent a request at 6:13 AM to review a Building Department file. I happened to go into the office early that morning and responded to her at 8:35 AM letting her know that as soon as someone was in the Building Department I would have it pulled. I then spoke with the Building Clerk just before the office opened and responded to Trustee Snyder's request at 8:58 AM. (Before Village Hall opened for the day)

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
21	Blighted Houses and Illegal Rentals	Monday 11/16/15 4:15 PM	No response needed	Request rescinded by Trustee Snyder on Monday 11/16/15 at 4:28 PM
22	Engineer Report and CHIPS Application	Thursday 11/19/15 10:30 AM	1st response on Thursday 11/19/15 2:45 PM; Follow-up response on 1/29/16 11:39 AM	On 11/19/15 at 2:45 PM I responded to Trustee Snyder's inquiry about the Engineer Report, which we had not yet received, and advised her that a copy of the CHIPS application that she requested was being printed and would be available for her to pick-up. On 1/29/16 at 11:39 AM I sent a follow-up email to Trustee Snyder advising her that the Village had received the Engineer report and that I had placed a copy in her Trustee mail folder.
23	Various records RE: "Trustee Record Keeping"	Thursday 11/19/15 10:54 AM	Thursday 11/19/15 5:29 PM	I had to refer this situation to Mayor Sperry given the fact (1) I had no personal knowledge of what was said between Mayor Sperry and Trustee Snyder and (2) Trustee Snyder's reference to the Mayor as a "liar" on an email written only to me.
24	Vendor Contract	Thursday 11/19/15 11:02 AM	Thursday 11/19/15 4:54 PM	The contract Trustee Snyder was requesting to review is on file with the Village Attorney pursuant to the specific terms of the related Board resolution. I responded and advised that she would need to make an appointment with Counsel's office.
25	Employee injury	Friday 11/20/15 10:46 AM	Friday 11/20/15 10:49 AM	Trustee Snyder sent the request for a synopsis of what happened when an employee was injured. We discussed the situation. I immediately provided the information within the parameters of applicable law.
26	Meeting minutes	After-hours request made at 11:01 AM on Sunday 11/29/15; Received Tuesday 12/1/15 due to approved medical leave absence	*Out on approved medical leave of absence*Tuesday 12/1/15 1:51 PM	Responded to Trustee Snyder that the request was being forwarded to Village Clerk/Administrator Alevas because I was out on an approved medical leave. Village Clerk/Administrator Alevas responded to Trustee Snyder's request and provided the documents (which were already available via the Village website) at 3:18 PM on Tuesday 12/1/15.
27	Claims Audit Policy	Wednesday 12/2/15 2:52 PM	Wednesday 12/2/15 3:24 PM by Village Clerk/Administrator in my absence (approved medical leave)	In my approved absence, Village Clerk/Administrator Alevas responded to Trustee Snyder's request and provided the requested documentation on Wednesday 12/2/15 at 3:24 PM. 32 minutes after receipt of the request.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
28	12/15/15 Video	Wednesday 12/16/15 12:35 PM	Monday 12/21/15 12:16 PM (My first day back from an approved medical leave-of-absence)	Upon my return from an approved medical leave-of-absence and in reviewing my emails, I responded to this email request from Trustee Snyder advising her that the video she was seeking had been processed and was now available on the Village website.
29	November 2015 Building Report	Tuesday 1/5/16 9:38 AM (I was added to a pre-existing email thread at this time and a request was made for my response)	Tuesday 1/5/16 3:16 PM	I obtained the requested report from the Building Department and emailed it to the full Board the same day that I received the request.
30	Salary and Employee Information	Thursday 1/7/16 12:08 PM	Thursday 1/21/16 2:19 PM	Trustee Snyder sent this request on Thursday 1/7/16. That very same day she came into Village Hall and discussed this request with Deputy Treasurer Dawn McNeil for clarification of exactly what it is Trustee Snyder needed. Deputy Treasurer McNeil informed her that she would work on getting Trustee Snyder the requested information. In the next week, the Treasurer's resignation took effect, leaving Deputy Treasurer McNeil as the only employee in the Finance Department. At that time, Deputy Treasurer McNeil had to (1) prepare for the distribution of the employee W-2s as required by law; (2) prepare the employee payroll; (3) prepare all vendor payments for inclusion on the January 19, 2016, Board agenda, which had to be sent to the Board not later than 1/13/16; (4) prepare the tentative tax-roll assessment as required by law; as well as undertake a myriad of other Finance-Department responsibilities. This is some of the information that Trustee Snyder falsely claimed to have been "refused" at the 1/19/16 Board Meeting. Despite Trustee Snyder's unfounded accusations of "refusal", Deputy Treasurer McNeil continued to prepare the information for Trustee Snyder. As soon as Deputy Treasurer McNeil completed the document and sent me the information (Thursday 1/21/16 at 12:26 PM), I forwarded the same to Trustee Snyder and the Board to fulfill this request.

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Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
31	Quality-of-Life Complaints	Thursday 1/7/16 3:30 PM in person	Thursday 1/7/16 3:30 PM	Trustee Snyder came into Village Hall and requested that I scan some Quality-of-Life complaints and send them to the Board. I immediately complied and fulfilled this request.
32	Revisions to Village Code	Thursday 1/7/16 11:53 AM	Friday 1/8/16 1:09 PM	Trustee Snyder requested a copy of pending revisions to the Village Code. I advised her that they had been printed and were available for pick-up. This request was fulfilled in less than 24 hours. Prior to Trustee Snyder's request for printing services, and more than one month earlier, Village Clerk/Administrator Alevas sent these electronic files to the Board of Trustees (on 12/2/15).
33	Ethics Committee	Friday 1/8/16 3:41 PM	Friday 1/8/16 5:05 PM (Question addressed to the Village Clerk/Administrator and myself. Question answered by the Village Clerk/Administrator.)	Village Clerk/Administrator Alevas answered Trustee Snyder's inquiry in 1 hour and 24 minutes.
34	Resignation letters	Wednesday 1/13/16 in person	Tuesday 1/26/16 4:37 PM	Documentation requested was received via email from Village Clerk/Administrator Alevas at 4:33 PM on 1/26/16 after her receipt on 1/26/16 of the legal opinion from Village Counsel and New York State Committee on Open Government Executive Director Robert Freeman, Esq. I then immediately forwarded the response to the Board at 4:37 PM.
35	Personnel information for agenda	Thursday 1/14/16 9:35 AM	Thursday 1/14/16 10:41 AM	I answered Trustee Snyder's questions regarding a personnel matter on the agenda. I responded to this request for information within 1 hour and 6 minutes of receipt.
36	Village Election resolutions	Thursday 1/14/16 9:44 AM	Thursday 1/14/16 10:43 AM	I answered Trustee Snyder's question regarding the resolutions included on the 1/19/16 Board agenda. I responded to this request for information within 59 minutes of receipt.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
37	Vouchers, receipts, credit card statements and purchase orders for Home Depot, Ultimate Mower and DPW files	After-hours request made at 7:30 PM on Wednesday 1/20/16; Received Thursday 1/21/16 at 9:00 AM	Thursday 1/21/16 9:57 AM	Notwithstanding that New York State Village Law does not grant individual Trustees with the authority to direct the work of employees (which I know Trustee Snyder was made aware by Mayor Spery prior to this demand), Trustee Snyder demanded copies of months of vouchers, receipts, credit card statements and purchase orders from multiple vendors. Additionally, and as I understand without statutory authority, Trustee Snyder also set a deadline of one week for me to complete this work. Each packet that Trustee Snyder requested would, at a minimum, require 30 to 40 minutes to copy. The volume of this request would result in hours of photocopying. I am recovering from knee surgery, a fact that was publicly known at least as early as the January 6, 2016, Board of Trustees' Meeting, when public comments were made about my medical condition. As a result, I cannot stand for hours, which I would need to do in order to fulfill this demand. As the Clerk's Office does not have clerical staff assigned to it, even if this demand was appropriately made, there was no other departmental employee to whom I could delegate such photocopying. The timing of Trustee Snyder's demand came in the near aftermath of her malicious, slanderous attack on my job performance and my publicly challenging the veracity of her allegations (both at the 1/19/16 Board of Trustees Meeting) Trustee Snyder's behavior would lead any reasonable person to conclude her actions against me, and this demand in particular, are harassing, retaliatory, hostile, and have created undue stress and public humiliation. Accordingly, I forwarded Trustee Snyder's demand to the Mayor. Mayor Spery advised Trustee Snyder that the documents would be pulled for her review and should she wish copies, the Village copy machine would be made available to her. As of the completion of this file (Tuesday, February 16, 2016 at 1:30 PM) Trustee Snyder has not come to Village Hall to review the files or make the copies that were the subject of her time-sensitive demand.
38	Current number of rental permits	After-hours request made at 7:52 PM on Wednesday 1/20/16; Received Thursday 1/21/16 at 9:00 AM	Thursday 1/21/16 3:50 PM	After obtaining the answer from the Building Department, I responded to Trustee Snyder's request and provided the requested information within the same business day.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
39	Quality-of-Life "Housing Inventory"	Thursday 1/28/16 approximately 2:40 PM in person	Thursday 1/28/16 4:00 PM	Trustee Snyder handed me a packet of materials as she left the office on the afternoon of 1/28/16 and said that she needed me to scan them and send them to the Board on behalf of the Quality-of-Life Committee. Due to the size of the documets, this took 1 hour and 20 minutes to complete.
40	Fleet Policy	Monday 2/1/16 2:16 PM	Tuesday 2/2/16 11:10 AM	Trustee Snyder requested a copy of the current Fleet Policy for the Village since item is up for discussion on the 2/3/16 Board Agenda. I advised Trustee Snyder that the Draft Policy was provided as an exhibit with the Agenda materials because the Village has not yet adopted a Fleet Policy, as detailed in the Board Agenda.
41	Duplicate Request for Engineer Report	Tuesday 2/2/16 11:43 AM	Tuesday 2/2/16 12:24 PM	Trustee Snyder sent an email stating that she had been to Village Hall and retrieved items from her Trustee mail folder but could not locate the Engineer Report that I had placed there on 1/29/16 alongside the Quality-of-Life materials that she had requested I scan and email to the Board of Trustees. Trustee Snyder requested a duplicate copy. I checked Trustee Snyder's mail folder and did not find any materials left behind. I advised Trustees Snyder that I had printed a second copy for her and again placed it in her Trustee mail folder, as requested. This request was processed within 44 minutes of receipt.
42	Website Calendar	Thursday 2/11/16 10:25 AM	Thursday 2/11/16 10:43 AM	Trustee Snyder sent a request regarding the functionality of the calendar on the website. I immediately addressed the issue and responded back to Trustee Snyder that the issue had been resolved within 18 minutes.

Summary of Requests Made By Trustee Anne Snyder to Deputy Village Clerk Wendy Scharf as Board Liaison

Request #	Request	Date/Time Request Made	Date/Time Request Fulfilled/Answered	Notes
43	Abstract and all vouchers for the 2/16/16 Board of Trustees' Meeting	Thursday 2/11/16 10:06 AM	Thursday 2/11/16 10:46 AM	Trustee Snyder sent a request that I ensure that the Abstract for the 2/16/16 Board of Trustees' Meeting and all accompanying vouchers are pulled and available for her sometime after 11:00 AM because she would be coming into the Village Hall to review them. I coordinated with the Finance Department to make sure all documents were pulled and available when Trustee Snyder arrived. I responded back to Trustee Snyder and let her know that the documents would be available to her upon her arrival; however, she did not show-up at Village Hall on Thursday, February 11, 2016, nor did I hear from her advising that she would not be able to make it. As of the completion of this document (Tuesday, February 16, 2016 at 1:30 PM), Trustee Snyder has not been to Village Hall to review the documents that she requested be pulled and available to her after 11:00 AM on Thursday February 11, 2016, nor has she contacted this office to reschedule. This request was fulfilled within 40 minutes of it being made on February 11, 2016, and the documents have been available to her ever since.