

Darren "Hal" McCabe
Mayor
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Cell: 607-345-7174

Village Office
31 N. Main Street
Homer, NY 13077
Phone: 607-749-3322
www.HomerNY.org



Village Police: 607-749-2022
Newton Water Works: 607-749-2511
Glenwood Cemetery: 607-749-3511
Streets and Parks: 607-749-3813
Recreation: 607-749-2161
Codes: 607-745-3177

Village of Homer Payroll Process

I. Overview

The payroll processing policy is to document the process required to submit and process payroll.

A. Responsibility

- a. The Village of Homer Treasurer is responsible for developing the payroll processing procedure and ensuring all employees are paid per approved rates.

B. Payroll schedule

- a. The Village Treasurer submits a yearly calendar to the Board of Directors of payroll dates. Payroll is paid bi-weekly, except at year end and during times of bonuses and incentives.
- b. Same exempt positions are paid quarterly per the quarterly payroll policy and are notified as such.
 - i. Quarterly payroll dates are noted in the annual schedule.
 - ii. Stipends paid quarterly are paid the same time as quarterly payroll.

C. Timesheets

- a. All employees must report time utilizing approved timesheets per the timesheet policy.
- b. All employees must submit time off in writing, verifying the amount of time off and the type of time off used.
- c. Employees must sign timesheets. If the employee is not available to physically sign, then the employee can send an email per the email policy.
- d. Timesheets must be reviewed by department heads and signed and then submitted to the Account Clerk in charge of payroll to process.

D. Processing Timesheets

- i. The account Clerk assigned to payroll reviews all timesheets per the time sheet policy, verifying time in and out, lunch time was taken for all hourly employees working six hours or more, time off is used for any time not worked, verifying the type of time off and that the time off request is signed and approved for the date taken off, hours, and type of time used.

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- ii. Timesheets are mathematically checked verifying all time was recorded.
- iii. Once all time worked, time off, or holidays is reviewed and reconciled, the Account Clerk enters the time in Williamson according to the payroll codes assigned by the Treasurer.

E. Review of Payroll

- a. Once payroll is entered into Williamson payroll system, the account clerk prints the payroll report and brings all timesheets and the payroll report for the Treasurer to review.
- b. The Treasurer verifies the time entered the payroll system, the time off, the expense codes, and ensures all time is recorded.
- c. The Treasurer checks for missing payrolls and ensures all employees working are paid by verifying names to the payroll report= looking for any missing employees or missing time.
- d. Any missing time is noted, and Department heads called. If items remain open, it is noted on the payroll report.

F. Submission of payroll

- a. Once the payroll is approved by the Village Treasurer, the Treasurer uploads the report to Williamson who then processes the payroll.
- b. When Williamson finishes the payroll, the Treasurer reviews the proposed report and verifies all employees are paid, verifying each name. The Treasurer verifies all changes are noted from the last payroll regarding employees. Once approved, the Village Treasurer emails Williamson to finalize payroll.

G. Finalizing payroll

- a. After receiving approval from the Treasurer, Williamson then prints all checks and mails them to the Village Offices. Williamson also then finalizes processing payroll. Once processed, the Village Treasurer downloads the ach file.
- b. The ACH file is then transferred via email to the employee assigned by First National Bank of Homer to process the Village Payroll.
- c. The Village Treasurer then transfers the general fund, water fund, and sewer fund payroll amounts online printing receipts and sending the amounts per the budget in the Williamson report. General Fund amounts are sent to the T&A account via the general fund and Water and Sewer amounts are sent individually from the Newton Water Fund Account to the Trust and Agency Account. Transfers are initialed and dated.

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- d. Payroll must be processed by Noon on Wednesday's, including ach files sent to First National Bank of Homer and dollar transfers sent, for payroll to be paid on time.
 - e. A Trustee reviews payroll transfers to verify accuracy and if amounts were paid in a timely manner. Copies of the transfer are printed out and signed and dated by the Trustee.
- H. Backups
- a. The Village Clerk will submit payroll to Williamson, review payroll when the Treasurer is absent and download all payroll reports from Williamson while the Treasurer is unavailable.
 - b. The Account Clerk in charge of a/p will transfer funds in payroll when the Village Treasurer is unavailable. If unavailable, the account clerk will transfer the payroll funds if the Village Treasurer is unavailable. All transfers by either Account Clerk will be reviewed by the Village Clerk.
 - c. The Village Treasurer will input payroll when the account clerk assigned to payroll is absent. The Clerk then will review payroll/ reports the Village Treasurer input into Williamson.
 - d. Timeline for Policy Review: This policy shall be reviewed every 3 years thereafter by the Board of Trustees.

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Quarterly Payroll Policy

Updated February 27, 2024

Purpose:

The purpose of this policy is to standardize the procedure for payment for employees paid quarterly.

Quarterly employees:

Public Officials are generally paid quarterly for performing their duties. Public Officials are appointed in the Annual Organization meeting, or appointed by the Mayor or Board of Trustees if an opening occurs. Other Public Officials, such as the Board of Trustees or Mayor, are voted by the public with terms of office established.

Salaries for Quarterly Employees:

Salaries are approved in the annual budget process, reaffirmed by the Board, and paid in four equal installments.

Times of Payments:

Payments to quarterly employees will be paid in the first pay period of the last month of each quarter, **except if changes are approved in the annual payroll schedule.** Payments will be made in the following months: March, June, September, and December

The following positions will be paid quarterly. If other positions are established to be paid quarterly, the policy will be amended by the Board of Trustees:

- Mayor
- Deputy Mayor
- Board of Trustees
- Village Attorney
- Village Cemetery Commissioner
- Village Historian

Quarterly employees that are not paid in equal installments or receive stipends:

The Following positions will be paid quarterly based on attendance for their meetings. The final payment for the year will be processed with the last payroll of the fiscal yearL

- Zoning Board

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- **Planning Board**
- **Recreation Board**

Employees receiving stipends will be paid on the quarterly payment schedule above

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REVENUE RECEIPTS POLICY

110 Cash Receipts

In regard to the Village Offices, revenue, payments received are processed by the Accounts Clerk. Payments for taxes and utilities can be made at First National Bank of Dryden, online through Williamson's software, through the mail or in person at 31 North Main Street. All other payments can only be made in person or through the mail.

The Account Clerk processes all payments received, filing the backup, receipts, or other supporting documentation accordingly. All receipts are processed through the Williamson software. For all payments received, cash is not accepted at the Village Office except for building permits, cemetery sales, fire inspections, **recreation fees**, or small fees to limit exposure. Final turnoffs for water/sewer or payments on deferred agreements for water and sewer can also be paid in cash. All cash receipts require documentation of a receipt given to the customer.

The receipts for the day are posted in the Williamson Software and reviewed by the Treasurer before the Account Clerk then deposits the funds. The Treasurer checks all deposits and verifies all hit the bank statement in total through the daily receipts and the bank reconciliation process.

Due to limited staff, if the account clerk is unavailable, the Treasurer or Village Clerk can deposit receipts, but only if the Village Clerk/Treasurer (Opposite of making deposit), Mayor, the Deputy Mayor, or the chair of the Claims Committee, review the deposit beforehand, sign off on the deposit, and review the receipt from the deposit to the bank subsequently. All bank reconciliations are reviewed by a separate Board member monthly who initials them.

All revenue must be recorded within three business days as well as deposits made to the bank. Open items need to be documented.

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ACCOUNTS PAYABLE/ VOUCHER POLICY

120 Purchasing and Accounts Payable Process

In regard to the Village Offices, vouchers are created when a purchase is made, and a receipt is available. The vouchers are also created when an invoice is received in the mail. The invoices are date stamped and a voucher is handwritten with the information. The vouchers are kept in a folder for department heads to approve and check the coding for their departments.

The Account Clerk, and if not available, the Village Treasurer enters the voucher information into the computer after verifying the invoice, item was received- unless training or approved by the Board to be a prepaid item-backup supporting documentation, verified the invoice mathematically and ensuring packing slips are attached, if applicable. When preparing the voucher for the upcoming abstract, the Village Treasurer (to ensure coding and vendors were entered correctly), and budget amounts. If he or [she] finds an account that does not have the funds for the purchase, he or [she] discusses with the department head what resolution will be taken to correct. Budget amendments and line-item transfer worksheets are prepared.

Two days before a board meeting, all vouchers are printed. All supporting documentation is attached to the voucher. Department heads then come to the Village Offices to review the voucher, supporting documentation and the account where the expense will be posted. No voucher will be paid or presented to the Board for payment if the voucher was not approved by the respective department head. If the voucher is approved, the department head will sign the voucher. If a department head is unavailable to review the voucher, the following individuals/ position can approve a voucher for the corresponding departments:

- | | |
|---|--|
| • Village Clerk/ Village Treasurer | All Departments |
| • 7.00 AM Police Officer on Duty or Sgt | Police Department |
| • Cemetery-
Superintendent or HEO | Cemetery member in charge or DPW |
| • DPW- | HEO/ In Charge MEO |
| • Fire Department/Station- | Deputy Chief, First Assistant, Second Assistant/VP |
| • Water/ Sewer Department- | Employee in charge |
| • Recreation | Recreation Chair or Trustee Chair |

If the account clerk enters vouchers, then the Village Treasurer may review any department. If the Village Treasurer inputs checks then either the Village Clerk must initial all vouchers or the Deputy Mayor and three additional trustees/mayor must review and sign all vouchers.

All board members come into the Village Offices to look over these materials before the meeting. The board signs the vouchers for proper procedures and coding. Three Board member signatures are required for the vouchers to be presented at the Board meeting for payment. All vouchers must be signed and dated.

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If the vouchers are approved at the Board meeting, The Treasurer prints the checks and then the abstract, followed by signing the checks, along with the account clerk. The Village Treasurer reviews all checks, ensuring they are all in the abstract. After these steps are taken, the Account Clerk mails the checks to the respective parties. At the time of the check cashing, the Village Treasurer will look at the trail balance to determine how much money needs to be transferred to cover the abstract. The Village Treasurer creates the paperwork to wire the transfers to the bank. If either the Account Clerk or the Village Treasurer is unavailable, then before checks are mailed, the Village Clerk or **Deputy Mayor** must sign and review all vouchers whose checks would have only one signature. For disbursements paid to the Village Treasurer or the Account Clerk, the Village Treasurer and either the Mayor or Deputy Mayor must be one of the three Trustee signatures approving the voucher.

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Email Approvals
Policy Approved November 24, 2020
Policy Updated February 27, 2024

I. Overview

During the course of daily business, the Village Office needs to obtain approvals from various individuals, including, but not limited to, the Village Mayor, Deputy Mayor, Board of Trustees, Village Clerk, Village Treasurer, Department Heads, and others as needed for the particular instance. Due to increased technology, documentation supporting the decision to be made can be sent to the individuals needing to consent approval via email, fax, or other means to review. Approvals, can then be sent using various technological devices approving the item sent, either via phone, email, fax, zoom, or other means.

A. Responsibility

- a. The Governing Body, the Board of Trustees, and the mayor, are responsible for making various decisions in the Village of Homer.
- b. Various Department Heads, the Village Clerk, Village Treasurer, or other authorized individuals, may also need to approve various decisions in the Village of Homer.

B. Approval Process

- a. Individuals needing to approve various documents or decisions do so by signing the items. Items requiring signatures include approving vouchers, purchase orders, park rentals, various discounts or removal of penalties and interest, or other decisions as such.

C. Approvals Requiring Signatures if Individual is not Present.

- a. If a person responsible for approving an item via signature is not available and all documentation on the request can be sent to the individual using various technological means, such as scanning, zoom, email, pdf's, phone messages, or other means, then the individual can review the items electronically and send a vote electronically or via zoom on the matter.

D. Procedure for Documenting Electronic/ Technological Approval

- a. The individual sending the request to the approver must document the request. Typically, the first method to send the request and the approver to

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approve the request, should be via email using the Village of Homer emails. All requests sent to the approver, all questions, and all approvals must be printed and attached to the item requiring approval. If such documentation is collected, and all required approvals are obtained, then the instance will be considered approved.

- b. Other methods of electronic approval include messages sent via text message, zoom, or other electronic communications. Printouts of text messages, recordings of zoom, or other means, need to be done and attached to the supporting documentation of the item being reviewed. Electronic recordings should be saved on the shared Village of Homer drive under the Online Approvals Folder. If all required approvals are obtained, then the instance will be considered approved.

- c. The Village Treasurer and/or Clerk must be on all requests sent electronically and will be responsible for printing all authorizations or ensuring other employees print these approvals.

E. Online/ Technological Approvals

- a. Online and technological approvals will be considered sufficient for all Village of Homer decisions, providing sufficient authorization was obtained. If there are not enough online or other technological approvals, then the matter will need further discussions and approvals to move forward.
- b. Contracts or other items requiring original signatures will be exempt from this policy and will continue to require original signatures.
- c. Since the pandemic, New York State has been allowing signatures to be notarized via email provided it is done according to New York State policies. If New York State policies are followed allowing signatures to be certified via online or electronic means, then the Village of Homer, will consider the signature and certification sufficient.

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Board Report Procedures Policy

I. Overview

Policy is to set standard for timeline for Board Reports so they are received timely to the Village Office and be available to the public to review timely before board meetings.

A. Responsibility

- a. The Governing Body, the Board of Trustees, and the mayor, are responsible for making various decisions in the Village of Homer and are responsible for ensuring items are available for the public in enough time for the public review before Board meetings.

B. Board Meeting Items

- a. All items to be discussed at the Board Meeting need to be turned into the Village Office by the Thursday before the regularly scheduled Board Meeting at Noon.
- b. If the Board meeting day is changed, all board items need to be turned into the Village Office four days before the Board meeting at Noon.

C. Items included in the Board Report Procedures Policy

- a. Department Head Reports
- b. Any Items to be voted on
- c. Controversial Discussions, which will take more than one meeting for the Board to make a decision.

D. Late Items

- a. All late materials will be moved to the next Board meeting
- b. All items must be noted in the agenda 24 hours ahead to be voted on

E. Exceptions to the policy

- a. All exceptions to the policy will only be made by the Mayor, or the Deputy Mayor in his absence.

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Payment Request Policy

I. Overview

Policy is to set standard for timeline for when payment requests must be made

A. Responsibility

- a. The Village Office is responsible for ensuring bills are paid timely and that information is reviewed before being presented to the Board for payment

B. Requests for payments, non-payroll

- a. All items to be paid, the request, including all documentation, must be received by the Village Office before Noon on the Thursday beforehand.
- b. If the Board meeting day is changed, all payment requests need to be turned into the Village Office four days before the Board meeting at Noon.
- c. Payment requests must be accurate and complete to be paid, including items must be received before turning in the payment request.
- d. New vendors must be vetted out before requesting payment, including setting up the account in finance and obtaining a W-9.

C. Late requests

- a. It is the responsibility of the Department Head of the department purchasing the item to turn requests in timely. Late items will be moved to the next Board meeting to be paid.

D. Exceptions to the policy

- a. All exceptions to the policy will only be made by the Mayor, or the Deputy Mayor in his absence.

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Use of Premise

Between

American Legion NY Burns-McCauliffe Post, Inc.

Background:

This **Agreement** is entered between the Village of Homer, a municipality located in Cortland County, New York and hereinafter referred to as the "Village" and the American Legion NY Burns-McCauliffe Post, Inc. a not-for-profit business located in Cortland County, New York and hereinafter referred to as the "Business" for use of land for parking, rides, and the bonfire during the Homer Fire Department Field Days June 20, 2024 to June 22, 2024.

WHEREAS, the Village is requesting to utilize land at 63 South Main Street, Homer, NY owned by the Business during the Homer Fire Department Field Days June 20, 2024 to June 22, 2024

WHEREAS, the parties have agreed on the terms and conditions for the use of the property during the event for a bonfire.

NOW, THEREFORE, in consideration of the foregoing and the covenants hereinafter provided it is mutually agreed as follows:

1. Premises. The Business lets to the Village of Homer, the premises as follows:
2. Access at the Business during above listed events to host a bonfire.
3. Term. The term of this lease shall be during the events of January 26, 2024.
4. Renewal. Any future renewals will need a new agreement.
5. Rent. No rent will be charged by The Business for the use of the Business's site for parking, rides, and the bonfire during the Homer Fire Department Field Days June 20, 2024- June 26, 2024.
6. USE OF PREMISES. The premises are to be used by the Village of Homer Streets, Police and Fire Departments to manage the rides, parking, and the bonfire and participants attending the event.
7. Signs may be placed at the Business by the Village of Homer Street, Police or Fire Departments.
8. Insurance. The Village agrees to provide liability insurance on the property during the event.
9. Authority. This lease is made pursuant to Section 72-h of the General Municipal Law, and the officers who execute this on behalf of the Village of Homer along with the Business acknowledge and represent that the execution of this lease by each of them has been duly authorized and approved by a proper resolution duly authorized and approved by a proper resolution duly adopted by the governing board as required.

In WITNESS WHEREOF, the parties have caused these presents to be signed and sealed by their duly authorized officers on the date indicated opposite each signature.

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(Village of Homer Signature)

(Date)

(Village of Homer printed name, organization, position)

(The Business Signature)

(Date)

(The Business Representative printed name, organization, position)