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Village Police: 607-749-2022  
Newton Water Works: 607-749-2511  
Glenwood Cemetery: 607-749 3517  
Streets and Parks: 607-749-3813  
Recreation: 607-749-2161  
Codes: 607-745-3177

## Email Approvals Policy Approved November 24, 2020

### 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 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 or by voting in minutes on a decision. Items requiring signatures include approving vouchers, purchase orders, use of credit cards, 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

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to 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.

**E. Online Technological Approvals**

- a. Online and technological approvals will be considered sufficient for all Village of Homer decisions, providing sufficient votes are 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. During the pandemic, New York State is 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.