VILLAGE OF BELMONT
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
APRIL 06, 2026

THE FOLLOWING APPOINTMENTS WERE MADE BY MAYOR DETINE:

	2026-2027
Scott Grantier Deputy Mayor	Scott Grantier
Clerk/Treasurer	Jennifer Cline
Dep. Clerk/Treasurer	Jeanette Stewart
Registrar Deputy Registrar	Jeanette Stewart Jennifer Cline
Village Attorney	Matthew Rosenbaum
Official Depository	Community Bank
Official Newspaper	Olean Times Herald
Planning Board	Don Skinner
Zoning Board of Appeals	Dana Hand
Police Board	Jody Ralyiegh
Village Justice	Eugene Smith
Justice Court Clerk	Michele Platt

Board meeting to be held on the first and third Monday of each Month at 7:00 P.M.

VILLAGE OF BELMONT
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
APRIL 06, 2026

THE FOLLOWING COMMITTEES WERE APPOINTED BY MAYOR DeTine:

Linda Healy– Contract Negotiations and Health Insurance

Scott Grantier – Town Water District Development

Lisa Schmitt– Planning Board and Zoning Board of Appeals

Shannon Harding – Parks, Recreation and Special Events

Mayor DeTine will work with all Committees.

Mileage Reimbursement Rate: ** $0.50 Per Mile.

Village of Belmont
Comprehensive Planning Board
Member Appointments
April 06, 2026

Name	Appointment Date	Term Expires
Scott Grantier	April 1, 2026	March 31, 2029
Linda Healy	April 1, 2026	March 31, 2029
Amy Werner	April 1, 2026	March 31, 2029
Jeff Butler	April 1, 2026	March 31, 2029
Darien Fanton	April 1, 2026	March 31, 2029

Village of Belmont
Planning Board
Member Appointments
April 06, 2026

Name	Appointment Date	Term Expires
Jeff Butler (Chair)	April 1, 2023	March 31, 2028
Don Skinner	April 1, 2025	March 31, 2029
Alva Robbins	April 1, 2022	March 31, 2027
Vacancy		
Vacancy		

Village of Belmont
Zoning Board of Appeals
Member Appointments
April 06, 2026

Name	Appointment Date	Term Expires
David Holmes	April 1, 2023	March 31, 2027
Daryl Fuller	April 1, 2025	March 31, 2029
Brock Mapes	April 1, 2025	March 31, 2029
Dana Hand - Chair	April 1, 2023	March 31, 2027
Vacancy	April 1, 2023	March 31, 2028

Village of Belmont
Police Board
Member Appointments
April 06, 2026

Name	Appointment Date	Term Expires
Brock Mapes	April 1, 2022	March 31, 2027
Jody Ralyiegh	April 1, 2023	March 31, 2028
Rev. Stephen Crowell	April 1, 2024	March 31, 2029
MaryAnn Fontaine	April 1, 2024	March 31, 2029
P. J. Sherman	April 1, 2025	March 31, 2030

PROCUREMENT POLICY
FOR THE VILLAGE OF BELMONT
REVIEWED AND ADOPTED APRIL 06, 2026

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Village to adopt internal policies and procedures governing all procurements of goods and services not subject to the bidding requirements of GML, _103 or any other law: and

WHEREAS, comments have been solicited from those officers of the Village involved with the procurement;

NOW THEREFORE, be it RESOLVED: That the Village of Belmont does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML _103. Every Village officer, board, department head or other personnel with the requisite of purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Municipal departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed $10,000 in the fiscal year or b) public works contracts over $20,000 shall be formally bid pursuant to GML _103.

GUIDELINE 3. All estimated purchases of:

* Less than $10,000 but greater than $3,000 requires a written request for a proposal (RFP) and written/fax quotes from 3 vendors which must be presented to the board.

* Less than $3,000 but greater than $1,500 require a written request for the goods and oral/fax quotes from 2 vendors, which must be presented to the board.

* Less than $1,500 requires a written request for the goods, which must be presented to the Mayor for approval.

PROCUREMENT POLICY
FOR THE VILLAGE OF BELMONT
REVIEWED AND ADOPTED APRIL 06, 2026
(CONTINUED)

All estimated public works contracts of:

* Less than $20,000 but greater than $10,000 requires a written RFP and fax/proposals from 3 contractors and board approval

* Less than $10,000 but greater than $3,000 require a written RFP and fax/proposals from 2 contractors and board approval.

* Less than $3,000 but greater than $1,500 require an oral request for proposal and fax/proposals from 2 contractors and board approval.

* Less than $1,500 require a written request which must be presented to the Mayor for approval.

* Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract and available for Village Board review.

GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement and so stated on the official minutes.

GUIDELINE 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

PROCUREMENT POLICY
FOR THE VILLAGE OF BELMONT
REVIEWED AND ADOPTED APRIL 06, 2026
(CONTINUED)

GUIDELINE 6. Except when directed by the Village Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

a) Acquisition of professional services

b) Emergencies as declared by the board

c) Sole source situations

d) Goods purchased at auction

e) Goods purchased for less than $500

d) Public works contracts for less than $500

GUIDELINE 7. This policy shall be reviewed annually by the Village Board at its annual organizational meeting or as soon thereafter as is reasonably practicable.

PROCEDURES FOR ACCEPTING PAYMEMTS WITHOUT PENALTY
FOR THE VILLAGE OF BELMONT
REVIEWED AND APPROVED APRIL, 06 2026

In the event the final date for payment without penalty for water and sewer billing or Village Taxes falls on a Saturday, Sunday or recognized Holiday, payment without penalty will be accepted the next regular business day. Postmark accepted will continue to be by the due date.

FEE FOR NEW WATER OR WATER AND SEWER CUSTOMERS
REVIEWED AND APPROVED APRIL 06, 2026

All new customers will pay a fee of $25.00 at the time of application for service.

The fee for a new water tap $500.00.

The fee for a new wastewater tap $1500.00.

The fee for new wastewater with existing lateral $500.00.

PROCEDURES FOR WATER AND SEWER SHUT-OFF FOR NON-PAYMENT REVIEWED AND APPROVED APRIL 06, 2026

In the event that a water and sewer bill is delinquent by six months or greater, the Village shall notify the customer via a door hanger card or mail and require payment in full, or may allow half payment on the balance as set forth in the next paragraph. In the event that the party does not respond within 15 days of the notification, the Village shall consider the service connection as abandoned and the party forfeits the rights of service from that connection. At this time the Village may terminate service to this parcel and/or party. A fifty-dollar reconnect fee shall be charged to reestablish water service after service has been shut off.

For any unpaid bill the customer may opt to pay half the balance and the entire late fee to avoid termination of service as set forth in the paragraph above. The remaining balance of the unpaid bill along with any late fees must be paid within six months to avoid termination of service.

In the event of a change in tenant or owner and there remains an outstanding balance, service will be turned off, and any outstanding water and sewer balance must be paid in full before service is turned on for the new tenant or owner.