

Minutes of the Public Hearing of the Board of Trustees of the Village of Williamsville held in the Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Monday, January 22, 1995 at 7:35 P.M.

Present: Basil J. Piazza, Mayor
Joseph Frese - Trustees
Richard Langenfeld
Barbara Schofield
William A. Wutz
Patrick Kelly, Attorney
Theresa L. Cummins, Admin./Clerk-Treas.

Absent: David Laubisch, Supt. of Public Works

The Administrator read the Notice of Public Hearing which is being held for the purpose of hearing all persons interested in discussing a proposed decrease in the Village water rates.

ON MOTION by Mayor Piazza, seconded by Trustee Frese, it was moved to open the public hearing at 7:35 P.M.

Unanimously carried.

Paul Krieter, 29 S. Ellicott, asked what rate reduction the Village Board is proposing.

Mayor Piazza explained that Erie County Water Authority has reduced the Village water rates about 4 1/2¢ per 1,000 gallons and the Village Board is looking for input as to whether to lower the rates by that amount or keep some of the decrease towards Capital improvements. The Board is looking at a proposed decrease of 3¢ per 1,000 gallons and keeping 1¢ for capital improvements.

Mr. Krieter suggested that the Board keep 3¢ and pass on the 1¢ to the water customers or even keep it all. He would like to see the Village continue to improve the water system so we can turn it over to the Erie County Water Authority.

On Motion by Mayor Piazza, seconded by Trustee Schofield, it was moved to close the public hearing at 7:42 P.M.

Unanimously carried.

Theresa L. Cummins
Administrator/Clerk-Treasurer

Minutes of the Regular Board Meeting of the Village of
Williamsville held in the Williamsville Village Hall, 5565 Main
Street, Williamsville, New York on January 22, 1996 at 7:30 P.M.

Present: Basil Piazza, Mayor
Joseph Frese Trustees
Richard Langenfeld
Barbara Schofield
William Wutz

Patrick Kelly, Village Attorney
Theresa L. Cummins, Vlg. Admin./Clerk-Treasurer

Absent: David Laubisch, Supt. of Public Works

Mayor Piazza opened the meeting at 7:30 P.M. with the Pledge of Allegiance.

ON MOTION by Mayor Piazza, seconded by Trustee Frese, the minutes of the regular meeting of January 8, 1996 were approved.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Frese, it was moved at 7:35 P.M. to open a public hearing being held for the purpose of hearing all persons interested in discussing a proposed decrease in the Village Water rates. (The public hearing was closed at 7:42 P.M.)

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Frese, it was moved to suspend rules for public participation.

Unanimously carried.

Carolyn Schlifke questioned the Village's turning over of the sanding and plowing of Evans Street to the Town of Amherst. She also asked about the possibility of a sign being erected on Essjay at the entrance to the Village to indicate to travelers that they are entering the Village of Williamsville. Trustee Langenfeld will look into the matter.

Paul Krieter - 29 S. Ellicott Street, questioned why the Village of Williamsville's name was not listed in the newspaper recently as having received a Community Development Block Grant. Administrator Cummins stated we got our funds directly as part of the Town of Amherst Grant and is not part of the Erie County consortium that was reported in the newspaper.

Minutes of the Regular Board Meeting of the Village of
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ON MOTION by Mayor Piazza, seconded by Trustee Wutz it was moved to
return to the regular agenda.

Unanimously carried.

Mayor Piazza reported on the Historic Preservation Commission. He
and Trustee Wutz have been attending the Town's Commission meetings
to learn more about how the Town operates so they can bring the
information back to our committee. He also reported on tonight's
appointment of the Engineer of Record and the reasons why we are
appointing them. They will be doing some sewer studies and looking
at the Meeting House to see if the roof can hold the steeple which
is proposed.

Mayor Piazza reported on this past week's flooding of basements.
North Long Street was one of the streets where residents
experienced flooding of three or four feet in their basements. He
also reported that this year Old Home Days will be switching their
dates from Tuesday through Friday to Wednesday through Saturday.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was approved:

Vouchers in the amount of \$99,473.11 covering the period from
January 5, 1996 - January 19, 1996 were approved as follows:

Payroll fund w/e 1/6/96	\$ 22,307.17
General Fund	39,988.67
Water Fund	2,954.62
Glen Park Fund	1,045.86
Trust & Agency Fund	6,653.76
Capital	3,410.00
Community Development	23,113.03
Grand Total	<u>\$ 99,473.11</u>

Large Vouchers:

American Ref-fuel of Niagara	6,218.35
Niagara Mohawk Power Corp.	10,276.20

Unanimously carried.

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ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that Theresa L. Cummins, Village Administrator/Clerk-
Treasurer, and Sally Kuzon, Deputy Treasurer, are hereby
authorized to attend the 17th Annual New York State GFOA
Conference in Albany, New York from March 26 - 29, 1996 and
the cost, not to exceed \$625.00 each to be paid by the Village
of Williamsville

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Schofield, the
following resolution was hereby adopted:

RESOLVED that the Board of Trustees of the Village of
Williamsville has determined that more than one-half of the
voters qualified to vote at the forthcoming election for the
Village officers were registered at the last preceding general
election; that taking registration for the forthcoming
election will be accomplished more efficiently and
economically at a single place and by a single board of
inspectors of registration; and it hereby appoints Charlotte
Jurek, and Ethel Henning as a single Board of Inspectors to
conduct registration for such forthcoming election for each of
the three election districts.

The compensation of inspectors shall be \$5.25 per hour and
Ethel Henning shall be Chairman of Registration. Registration
for the forthcoming election shall be conducted on March 9,
1996 from noon until 5:00 P.M. at the office of the Village
Clerk, 5565 Main Street, Williamsville, New York.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that the following be and they hereby are appointed
inspectors of election and alternates for the General Election
of the Village of Williamsville to be held on March 19, 1996
to be paid at a fee of \$47.25 each:

DISTRICT #1 - Williamsville Methodist Church
5681 Main Street
Williamsville, New York 14221

Inspectors - Rita Andrews, Chair.
Chester Yauchzy
Eleanor Horey
Mary Wetzel

Minutes of the Regular Board Meeting of the Village of
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DISTRICT #2 - Village Hall
5565 Main Street
Williamsville, New York 14221

Inspectors - Ethel Henning, Chair
Paul Lazarus
Mary Thomson
Barbara Rutecki

DISTRICT #3 - Village Meeting House
5658 Main Street
Williamsville, New York 14221

Inspectors - Charlotte Jurek, Chair.
Frank Raimondo
Barbara Willhoff
Norma Flynn

BE IT FURTHER RESOLVED that the following are appointed
alternate inspectors: Rhoda Zent, Eugene Skelly, Joan Lazarus

BE IT FURTHER RESOLVED that Ethel Henning is the Chairman of
the Election Inspectors, and,

BE IT FURTHER RESOLVED that in the event of absence or
inability of any of the above to serve, the Mayor is hereby
authorized and empowered to appoint a substitute.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Schofield, the
following resolution was adopted:

RESOLVED that O'Brien & Gere Engineers, Inc., Niagara Falls,
New York are hereby appointed Engineers of Record for the
balance of the 1995-1996 official Village year, effective
immediately.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that the attached procedure manual is hereby adopted
as the official Records Management Procedure Manual for the
Village of Williamsville.

Unanimously carried.

RECORDS
MANAGEMENT

PROCEDURE MANUAL

FOR

VILLAGE OF WILLIAMSVILLE

Records Management Officer: Theresa L. Cummins

January 1996

VILLAGE OF WILLIAMSVILLE

RECORDS MANAGEMENT PROCEDURE MANUAL

General Requirements - Records Retention

The Village of Williamsville has embarked on an active record-keeping program. The attached records retention schedule (Attachment A) is to be implemented through the entire Village for all Village records. Each individual is responsible for adhering to this schedule for the management of his or her records. If there is a question about the retention guidelines, please contact the Records Management Officer of the Village. Records retention requirements may not be circumvented and all changes must be approved by the Village's Records Management Officer. For records unidentifiable against the retention schedule, a Records Inventory Work Sheet Form (Attachment B) should be submitted with a listing and a copy of the records. The Records Management Officer will determine and notify you of an appropriate retention date and, if appropriate, amend the retention schedule to include these records.

Records Storage

A records storage area has been established in the Village office for the centralized storage and control of inactive records of an essential or vital nature and for records requiring long term storage. Non-essential or vital records requiring a short-term retention may be stored in each office provided that these record categories are approved by the RMO and that proper procedures are followed. Records may only be stored if placed in the approved records storage boxes. These boxes have been standardized in order to insure the boxes will remain in good storing condition. Such boxes will accommodate both letter and legal size records, computer printouts and other records smaller than legal or letter size. Pendaflex folders may not be placed inside these boxes and should remain in office file cabinets. Boxes with records properly placed inside should not cause undue strain on an average person when lifting or handling. Upon request, the RMO will supply the boxes you need. Please do not use Xerox boxes. Only boxes as described above are approved for records storage.

TRANSFER OF RECORDS

To transfer records to the Records Center certain procedures must be followed. These procedures have been designed to be simple. However, they are necessary so the transfer of any records can be documented and transferred records can be quickly located to answer requests, or for possible disposition.

The first step in transferring records is to request the appropriate number of records storage boxes to hold the records. These boxes will hold one cubic foot of records and measure approximately 10 1/2" X 12" X 15". The box is designed so 8 1/2" X 11" documents can be stored one way and 8 1/2" X 14" documents can be stored the other way.

To obtain the records storage boxes, simply request them from the Records Management Officer.

When you box up the records please note the following:

1. One record series per box
2. One disposal date per box

Remember to remove manila folders, leaving the latter in file cabinets for active file use. Hanging folders are expensive, do not fit properly in standard record center cartons, and take up space. They also make it difficult to shred and recycle records during destruction. For the same reasons, if some files are in binders, remove them and leave the binders for use in the office. With permanent records, other items to remove are rubber bands, staples, and paper clips. These chemically react with paper and over time will leave sulphur and rust.

A Records Transfer List Form (Attachment C) should be completed for each box of records and placed inside the box.

REQUEST FOR RECORDS

To request records from the Village of Williamsville Records Center, certain procedures must be followed. These procedures are designed to handle request of records as quickly as possible.

These procedures also make it possible to document requests for records and quickly determine who has a requested record if it is already "out" when requested a second time.

The first step in requesting a record is to complete a REQUEST FOR RECORDS form (Attachment D). Please put only one request on each form.

Upon receipt of the requested record, the person requesting the record will sign the form, accepting the record. The form will be held by the RMO until the record is returned.

After the requested record has been used, the user should return the record to the RMO. Upon receipt of the requested record, the RMO will initial the form and provide the user with a copy of the original form. This copy should be retained, as it is your "receipt" and proof that the record was returned.

Any requests for records should be submitted to the RMO. Any requests for records which come to RMO, before 10:00 a.m. will be handled that day. If any requests for records are made after 10:00 a.m., the records will be delivered the following day.

DESTRUCTION OF RECORDS

One of the goals of the Village of Williamsville's Records Management Program is to control the cost of storage of Village records. One method used to accomplish this goal is to dispose of records that can be legally disposed of. This disposition of records will be carried out once a year (usually in November).

All disposition of records is handled through the use of the DESTRUCTION OF RECORDS form (Attachment E). This form is used so the RMO can control the disposition of records, and monitor the volume of records disposed of each year. The DESTRUCTION OF RECORDS form is also an excellent vehicle to guarantee input by each department head before any records are disposed of from his/her department.

Prior to disposing of any records, the RMO will send to each department head a partially completed DESTRUCTION OF RECORDS form for each series of records, from the department, that can be legally disposed of.

After receiving these forms, they should be reviewed by the department head. If he/she approves of the disposition of the records described on the form, then the department head should sign the form. After the department head has signed the form, make a copy of the form for your files and return the original to the RMO. By keeping a copy of this form each department can go to a file in its office and know at a glance, which of its records have been disposed of and when.

If the department head does not wish to dispose of the records described on the disposition form, the department head should simply not sign the form and send the unsigned form back to the RMO with an explanation that he/she does not wish to dispose of those records.

Once the RMO does receive a DESTRUCTION OF RECORDS form, signed by the department head, the records described on the form will be disposed of.

Each department is responsible for properly discarding records not required to be retained beyond active office requirements and not requiring records center storage. Day-to-day work task papers can be discarded in a normal fashion. All other files must be verified against the retention schedule for an appropriate destruction date. These files must also have a destruction form filled out, and then signed off by the RMO.

Attachment C

RECORDS TRANSFER LIST

Department Transferring Records _____

Signature/Title of Person Transferring Records _____

Date _____

INSTRUCTIONS

All records coming to storage facility must be packed in standard cartons. List records below. Prepare in duplicate. Send original to RMO. Keep a copy for your records. A completed copy with locator number will be returned to you as a receipt and for your records.

Format	Description/Title of Records	Date Destruction		Locator #
		Span	Date	

Records Received By _____ Date Received _____

Number of Boxes Received _____

Indicate NYS Archives Retention/Disposition Requirements

Attachment D

VILLAGE OF WILLIAMSVILLE REQUEST FOR RECORDS

RECORD(S) _____

REQUESTED BY: _____

DATE OF REQUEST: _____

LOCATION #: _____

ABOVE RECORD(S) HAVE BEEN RECEIVED: _____
(Person Receiving Record)

CALLS MADE CONCERNING CONTINUING USE OF RECORD:

ABOVE RECORD(S) RETURNED: _____
(RMO)

Attachment E

RECORDS DESTRUCTION AUTHORIZATION

In accordance with current New York State retention/disposition schedules, the records listed below can be scheduled for destruction.

Department: _____ Date: _____

RECORDS SERIES	DATES	SCHEDULE page/item #	LOCATOR #

AUTHORIZATION

DESTRUCTION

Department Head Date

DATE: _____

Records Mgmt. Officer Date

Method: _____

Signed: _____

Minutes of the Regular Board Meeting of the Village of
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Street, Williamsville, New York on January 22, 1996 at 7:30 P.M.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was adopted:

WHEREAS, the New York State Archives and Records
Administration offers a grant program to assist local
governments with the administration of municipal records; and

WHEREAS, the Village wishes to microfilm tax, payroll and
general ledger records, thereby reducing retrieval time,
requirements for storage space, and usage of fragile paper
records;

NOW THEREFORE BE IT RESOLVED, that Robert J. Miller &
Associates, the Village's grants consultants, be authorized
and directed to complete the necessary application, forms,
etc. to be submitted to the New York State Archives and
Records Administration for the purpose of securing a grant in
an amount not to exceed \$50,000; and

BE IT FURTHER RESOLVED, that all matching requirements will be
met by utilizing in-kind services; and

BE IT FURTHER RESOLVED, that the Mayor be and hereby is
authorized and directed to execute all documents pertaining to
the application and acquisition of said funding.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Schofield, the
following resolution was adopted:

RESOLVED that the Village of Williamsville supports the
removal of the Williamsville Toll Barrier on the New York
State Thruway. We support its relocation to a point east of
the Thruway Ransom Road overpass that will be non-obtrusive to
residents.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, it was moved
to suspend rules to consider an additional resolution which was not
on the agenda.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was hereby adopted:

Resolved that the members of the Village Board have audited
the New York State Report filed by the Village Treasurer for
the fiscal year ended May 31, 1995 and hereby accepts that
report as filed.

Unanimously carried.

**Minutes of the Regular Board Meeting of the Village of
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ON MOTION By Mayor Piazza, seconded by Trustee Wutz, it was moved to return to the regular agenda.

Unanimously carried.

Trustee Schofield reported that Youth & Recreation will be sponsoring their annual Winterfest on Sunday, February 4th from 1 p.m. to 4 p.m. at Glen Park. She also reported that the Amherst Youth Board will be sponsoring their annual recognition dinner. Carol Lanphear who served many years on the Village Committee will be honored for her service to both Village and Town Youth.

Regarding the Parks Committee, Trustee Schofield reported that the Parks will be open from May 20th through October 15th. They are currently discussing policies for rental of the pavilion. Trustee Schofield also announced that the Board of Trustees is holding an Open House this Saturday at 10:00 A.M. in Village Hall. All of our Committees will be represented and anyone interested in serving on a Committee is invited to attend.

Trustee Wutz reported that the DPW will be picking up the trash from the flood. Residents are asked to call the DPW and they will remove the trash as quickly as possible. Trustee Wutz reported that the Historic Preservation Commission currently needs an archeologist, an architect and a historian. The Amherst Committee has indicated its willingness to help with these individuals and will work with us on an informal basis.

ON MOTION By Trustee Wutz, seconded by Trustee Schofield, the following resolution was adopted:

RESOLVED that American Janitorial Co. is hereby appointed to clean the Village Meeting House at the rate of \$130.00 per month, per their proposal of November 30, 1995.

Unanimously carried.

Trustee Frese reported that he rode around the Village last Friday morning w/Supt. Laubisch and viewed what goes into a community to avert a disaster. He commended Mayor Piazza for having the dam gates removed, which certainly helped avoid a disaster in our Village. He has some concerns regarding the flow of Ellicott Creek and the way it affected the residents in Lehn Springs and he will be looking into that in the near future.

Trustee Frese discussed the fact that Village elections can be held in March or in June. He has done some research and, in his opinion, the pros and cons favor a June election. With a 35% elderly ratio in the Village, a June election would help our elderly exercise their right to vote because the weather in June is much better than in March. Also those residents away in March and April will be back in June and lastly as a new Board member, it would give the Board more time to scrutinize the budget. In order

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for this to be accomplished, it would have to be put on the ballot
as a referendum for the residents to vote on the concept.

ON MOTION By Trustee Frese, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that the Village Administrator publish notice of
public hearing to be held by the Board of Trustees in Village
Hall, 5565 Main Street, Williamsville, New York, on Monday,
March 11, 1996, at 7:30 P.M. to hear all persons interested in
discussing a request for an exceptional development at 5921-
5927 Main Street.

Unanimously carried.

ON MOTION By Trustee Frese, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that the attached specifications for concrete
sidewalks are hereby accepted as the Village of Williamsville
standards.

Unanimously carried.

ON MOTION By Trustee Frese, seconded by Trustee Wutz, the following
building resolution was adopted:

RESOLVED that the following building department fee schedule
is hereby adopted:

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL BUILDINGS AND/OR ADDITIONS:

Up to 1,000 sq. ft. of floor area.....\$100.00
Over 1,000 sq. ft.....\$.06 ea. sq.ft.
Garage, attached/detached.....\$ 35.00

RESIDENTIAL ALTERATIONS AND EQUIPMENT INSTALLATIONS:

Deck/Porch.....\$35.00
Fence (any type).....\$15.00
Shed.....\$15.00
Solid Fuel Burning Appliances.....\$25.00
Swimming Pools/Hot Tubs/Saunas.....\$30.00 above
\$50.00 in-ground
Not otherwise specified.....\$25.00

DEMOLITIONS

Residential Buildings/Structures.....\$50.00
Commercial Buildings/Structures.....\$75.00

Minutes of the Regular Board Meeting of the Village of
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SIDEWALK INSTALLATION/CURB CUT.....\$25.00

NON-RESIDENTIAL (including accessory structures and additions)

0 - 1,000 sq. ft. floor area.....\$100.00
Over 1,000 sq. ft.....\$.08 ea. sq. ft.
Alterations/Repairs/Conversions.....\$100.00
Equipment Installations.....\$ 50.00
New Off-Street Parking.....\$5/space

****IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES, THE
FEE WILL AUTOMATICALLY BE DOUBLED.

This fee schedule is effective January 23, 1996.

Unanimously carried.

Trustee Langenfeld reported that the Traffic & Safety Committee
which traditionally met on the third Thursday of the month has
moved its meeting to the fourth Thursday of the month.

ON MOTION By Mayor Piazza, seconded by Trustee Langenfeld, it was
moved to suspend rules to consider an additional resolution which
was not included on the agenda.

Unanimously carried.

ON MOTION By Trustee Langenfeld, seconded by Trustee Schofield, the
following resolution was hereby adopted:

RESOLVED that the Mayor is hereby authorized to sign an
application with New York Department of State Office of
Fire Prevention and Control for an Emergency Services
Revolving Loan for the purchase of firefighting apparatus.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, it was moved
to return to the regular agenda.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Langenfeld, it was
moved to adjourn the meeting at 8:25 P.M.

Unanimously carried.

Theresa L. Cummins
Administrator/Clerk-Treasurer

SECTION 600-A SPECIFICATION FOR CONCRETE SIDEWALK.

(a) GENERAL.

Concrete sidewalks shall be constructed of Class A Concrete having a minimum compressive strength of 4,000 PSI after 28 days. Concrete sidewalks conforming to Standard Drawing No. M-110-22 shall be placed on a prepared subgrade in forms providing a minimum thickness of 6 inches where sidewalks cross driveways and a minimum thickness of 4 inches in all other locations.

(b) SIDEWALK REPLACEMENT.

Where old sidewalks are to be replaced, all old concrete, topsoil and organic material shall be removed to a minimum depth of 4 inches below the bottom of the new slab. All tree roots extending under the concrete within 4 inches of the bottom of the new slab shall be cut clear through on the tree side of the walk. Fill material required to bring the subgrade to proper grade shall be compacted run-of-bank gravel or other granular material approved by the Village of Williamsville. Grade line for replacement walks shall be a uniform grade between the existing blocks at the ends of the repair area unless otherwise specified.

Expansion material is not to be placed next to old concrete sidewalk blocks. Where expansion joints are required, they shall be placed between two blocks of new concrete. Sidewalk width and block size will normally be the same as the abutting sidewalk.

(c) DRIVEWAYS.

The concrete for driveways and the sidewalk across driveways shall be six (6) inches thick on a foundation course as specified.

(d) CLASS A CONCRETE.

1. Mix Design

The Concrete mixture shall have a minimum cement content of 6 bags of cement per cubic yard of concrete in place. The proportions of fine and coarse aggregate shall be the quantities of these materials which will produce a workable plastic concrete having a compressive strength of not less than 4,000 pounds per square inch at 28 days in accordance with ASTM Standard Specifications Designation C-31 and C-39. The smallest amount (not to exceed 5½ gallons per 94 pound

sack of cement) of "mixing water" that will produce a plastic workable concrete mixture having a slump of not more than 3 inches (measured in accordance with ASTM Standard Specification, Designation C-143) shall be used. Air content shall be $6\% \pm 1\%$ by volume.

2. Materials

The cement to be used shall conform to the current specifications for Portland Cement, ASTM Standard Specifications, Designation C150 and shall be Type IIA. Air-entraining admixtures shall comply with current specifications for Air-entraining Admixtures for Concrete ASTM Standard Specifications, Designation C260.

Fine aggregate shall consist of hard, strong durable particles, free from clay lumps and other deleterious matters. Fine aggregate shall conform to current specifications for Concrete Aggregates, ASTM Standard Specifications, Designation C33.

Coarse aggregate shall consist of crushed stone and shall conform to current specifications for Concrete Aggregates, ASTM Standard Specifications, Designation C33. The aggregate shall consist of No. 1 and No. 2 sizes with not more than 50% nor less than 30% No. 1 aggregate size.

Water shall be clean and free from injurious amounts of oils, acids, alkalies, organic matter or other deleterious substances.

3. Concrete Mixing

Ready-mixed concrete shall be measured, mixed and delivered in accordance with the requirements set forth in the Standard Specifications for Ready-mixed Concrete, ASTM Standard Specifications, Designation C94. Discharge of the concrete from the truck mixer shall be completed within 1/2 hour after the introduction of the mixing water to the cement and aggregates. The retempering of concrete which has partially hardened with or without additional materials or water is prohibited.

(d) DEPOSITING & FINISHING.

1. Subgrade

Subgrade shall be fine graded by bringing it to proper elevation with run-of-bank gravel tamped in place. Where fill averages 4 inches or more in depth, a vibratory compactor shall be used to compact fill in layers not to exceed 4 inches.

2. Forms

Warp free forms of either steel or wood shall be set to true line and grade and be firmly staked and braced to prevent movement when concrete is deposited and finished. Depth of forms shall be a minimum of 6 inches across driveways and a minimum of 4 inches in all other areas. The area between the forms shall be damp (but not wet) when concrete is deposited.

3. Finishing

All areas next to forms and spacers shall be spaded to prevent honeycombing. Concrete shall be screeded with a straight-edge to bring it to grade, and when hardened sufficiently, but still plastic, the surface shall be floated with a wood float to a true and uniform plane with no coarse aggregate showing. After floating and before concrete has attained initial set, the edges and joints shall be finished with an edging tool with a 1/4 inch radius, and the entire surface shall be given a transverse broom finish.

Contraction joints shall be cut at 5 foot intervals either by 1/8 inch divider plates or by a deep bit (minimum 3/4 inch depth) grooving tool. Full depth, 1/2 inch thickness pre-formed non-extruding resilient asphalt treated cane fiber board expansion joints shall be provided at lot lines, radius points, driveways, where walk abuts curb or other structures, and at intervals of 50 to 80 feet in straight runs. All joints shall be perpendicular to the line of the walk and shall not vary more than $\pm 1/8$ inch from a straight line.

(e) CURING AND PROTECTION.

Concrete shall be cured by protecting all exposed surfaces with waterproof membrane paper applied directly on such surfaces after initial set. All traffic (including foot traffic) is to be prohibited and the protective membrane is to remain in place for seventy-two (72) hours. Commercially available "spray cures" may be used only if prior approval of the Village of Williamsville is obtained.

Crow bars or other heavy tools shall not be used against green concrete in removing forms. Any part of the concrete damaged for any reason prior to final acceptance shall be repaired or replaced in a manner satisfactory to the Village and at the Contractor's expense.

(f) CLEAN UP.

Areas disturbed for form placement or sidewalk removal shall be covered with at least 2 inches of topsoil and seeded to a good grade of lawn grass seed.

Materials. The topsoil shall be a natural, fertile, friable soil, typical of productive soils. The quality of the loam shall be as set forth in the N.Y. State Specifications 1978-landscape development material, 113-0 entitled "Topsoil," and as otherwise specified herein.

The grass seed shall be of an approved mixture, new crop, clean, high in germinating value, low in weed seed, and shall be of a type which will achieve permanent deep rooting. The grass seed shall be obtained from a reliable seed company. The Contractor shall submit certificates for the grass seed to be provided showing mix, purity, and germinating value to be in accordance with the following:

PERCENT OF MIXTURE	COMPONENT	PERCENT PURITY	PERCENT GERMINATION
40	Alta Fescue	85	80
30	Kentucky Blue Grass	90	90
20	Chewing Fescue	90	90
5	Red Top	98	90
5	Colonial Bent	85	85

All clean up shall be completed within 15 days of the pouring of concrete at that location.