

Exhibit 21

SWPPP Pre-Construction Meeting and Training Verification

Pre-Construction Kickoff Meeting

Prior to commencing construction activities governed by the Town's MS4 program, a Pre-Construction Kickoff Meeting will be held between the Town and the Applicant/Developer. The meeting shall be attended by at least the following personnel:

- The Town Engineer or Stormwater Management Officer, the Town Building Inspector, and/or a TDE representative. One of these individuals shall serve as the facilitator for the meeting.
- The Developer or Developer's representative.
- The Project Site Foreman or Project Site Foreman's representative.
- The Site Foreman or Site Foreman's representative for any subcontractors performing work related to SWPPP activities.
- The Developer's SWPPP Inspector.

Attendees shall register their Name, Title, Company, Phone Number, and E-Mail Address on a sign-in sheet at the start of the meeting.

The Meeting Agenda shall include, at minimum, the following items:

- Construction Prerequisites. This includes items such as the NYSDEC Permit Acknowledgement Letter, Stormwater Management Facility Deed Covenant and others documents as may apply.
- SWPPP Responsible Parties and Certifications. This applies, at a minimum, to the Owner/Operator, Contractor, and Qualified Inspector.
- The Town MS4 Program and Minimum Control Measure (MCM) Program. This shall include the designation of responsible parties, oversight requirements, inspection frequency, the SWPPP and SWPPP amendments, and the NOT, as well as notifications, actions and penalties for non-compliance. The SMO or qualified designee shall review the SWPPP with the attendants and shall express the expectations of the Town with regards to the SWPPP
- Site Construction Drawings and Specifications Review. This is intended to establish the overall construction scope and schedule and in particular the details that relate to the approved SWPPP.
- Notice of Termination. Discussion of completed work, final inspections and submission of paperwork to Town and NYSDEC.

Construction Site Operator Training and Documentation

Construction Site Operators are required to have the following training and documentation in order to be able to conduct site inspections:

- Training, such as the New York State Department of Environmental Conservation (NYSDEC) 84-Hour Erosion and Sediment Control Training or approved equal. The training shall be up-to-date and a copy of the Training Certificate shall be on file with the Town Building Department.

- A wallet card indicating proof of training, which must be carried on-person to the inspection site.
- A picture ID, which must be carried on-person to the inspection site.

A copy of a sample Meeting Sign-in Sheet and Agenda developed by the Town is attached to this document.



Project Title:		NG Proj #:	
MCM 4: Construction Site Runoff Control - NYR20A191			
Pre-Construction Meeting Sign-In			

Eric Westfall	Town Engineer	Town of NG	(518) 491-6824	EWestfall@northgreenbush.org
Name	Title	Company	Phone Number	E-mail
Keith Hankle	Utilities Supervisor	Town of NG	(518) 229-2950	KHankle@northgreenbush.org
Name	Title	Company	Phone Number	E-mail
Name	Title	Company	Phone Number	E-mail
Name	Title	Company	Phone Number	E-mail
Name	Title	Company	Phone Number	E-mail
Name	Title	Company	Phone Number	E-mail
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Name	Title	Company	Phone Number	E-mail



Project Title:		NG Proj #:	
MCM 4: Construction Site Runoff Control - NYR20A191			
Pre-Construction Meeting Agenda			

Agenda Items

1. Meeting Sign-In for attendees

2. Introductions:

Name . Company . Project Role

3. Construction Prerequisites:

Copy of NYS DEC Permit Acknowledgement Letter

Storm Water Management Facility Deed Covenant

Other: None presently

4. SWPPP Responsible Parties and Certifications:

SWPPP Responsible Parties Contact Information

o Owner/Operator:

▪ Emergency 24-hr contact number:

▪ Delegation of Authority (if appropriate):

▪ Copy of Owner/Operator Certification Statement

▪ Duty to commence implementation of corrective actions within one business day.



- Contractor:
 - Emergency 24-hr contact number:
 - ✓ Trained Contractor:
 - ✓ Daily Inspections
 - ✓ On-site during earth disturbing activities
 - Provide the following to the Town Stormwater Management Officer and Town Engineer and maintain on-site SWPPP documents:
 - ✓ Copy of Contractor's Certification Statement
 - ✓ Copy of Sub-Contractor's Certification Statement(s)
 - ✓ Copy of Training Cards (certification must be within 3 years of date)
 - Duty to commence implementation of corrective actions within one business day.
- Qualified Inspector:
 - Maintaining the SWPPP Documents on-site per the General Permit including, but not limited to: The General Permit, NOI, NOI Acknowledgement Letter, SWPPP, MS4 SWPPP Acceptance Form, inspection reports, and all other necessary documentation.
 - Pre-construction assessment of installed E&SC measures.
 - Routine Inspections and Reports in compliance with the General Permit
 - Inspection reduction in accordance with the General Permit must be requested in writing in advance and approved by the Town SMO.
 - Copies of reports via e-mail to: Building@northgreenbush.org and EWestfall@northgreenbush.org.



5. Town MS4 Program MCM 4 Construction Site Runoff Control

- The Town Stormwater Management Officer or Inspector; and
- The Laberge Group (TDE), if required
- Oversight, routinely with increased frequency as needed to ensure compliance with the General Permit.
- Approval of reduced inspection frequency, amendments to SWPPP, NOT
- Revocation of General Permit, stop work, fines, etc.

6. Site Construction Drawings and Specification Review:

- Construction Drawing Specifications
- Erosion and Sediment Control Plan and Details
- Sequence of Construction, Erosion and Sediment Control Plan and Details
- Schedule of Construction: Clearing and grading immediately
- Additional Site-Specific Issues: _____

7. Notice of Termination

- Completed and forwarded to SMO or TDE for review and approval
- Town Approval
- Filing



