

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 TDE and used by the Town is attached to this document.

MS4 Program
MCM 4: Construction Site Runoff Control

Project: _____ **NYR** _____
Pre-Construction Meeting Checklist

Attendees Sign In:

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
Name	Title	Company	Phone Number	E-Mail
Name	Title	Company	Phone Number	E-Mail
Name	Title	Company	Phone Number	E-Mail

Project: _____ **NYR** _____
Pre-Construction Meeting Checklist/Agenda

Topics to Discuss /Agenda:

1. Meeting Sign In for attendees.
2. Introductions.
 - Names/Company/Project Roles
3. Construction Prerequisites.
 - Copy of NYS DEC Permit Acknowledgement Letter
 - Storm Water Management Facility Deed Covenant
 - Other: _____
4. SWPPP Responsible Parties & Certifications.
 - SWPPP Responsible Parties Contact Information
 - Owner/Operator: _____
 - Emergency 24-hr contact/cell #s _____
 - Duty to commence implementation of corrective actions within a business day.
 - Copy of Owner/Operators Certification Statement
 - Delegation of Authority (if appropriate): _____
 - Contractor: _____
 - Emergency 24-hr contact/cell #s _____
 - Duty to commence implementation of corrective actions within a business day.
 - Trained Contractor: _____
 - Daily Inspections
 - On-site during earth disturbing activities
 - Provide the following to the Town SMO & Town Designated Engineer and maintain on-site in SWPPP documents:
 - Copy of Contractor's Certification Statement
 - Copy of Sub-Contractor's Certification Statements
 - Copy of Training Cards (certification must be within 3 yrs of date)

MS4 Program
MCM 4: Construction Site Runoff Control

- Qualified Inspector: _____
 - Maintaining the SWPPP Documents on site per the General Permit including but not limited to : The General Permit, NOI, NOI Acknowledgment Letter, SWPPP, MS4 SWPPP Acceptance form, inspection reports, and all documentation necessary
 - Pre-construction assessment of installed E&SC's.
 - Routine Inspections & Reports in compliance with the General Permit (see permit for list of report content)
 - Reduced in accordance with the General Permit (requested in writing in advance and only if approved in writing by MS4)
 - Copies of reports via email to Town & Designated Engineer for the MS4.

- 5. Town MS4 Program MCM 4 Construction Site Runoff Control
 - The Town (Stormwater Management Officer); and
 - The Laberge Group (Town Designated Engineer)
 - Oversight, routinely with increased frequency as needed to ensure compliance with the General Permit.
 - Approval of reduced inspection frequency, amendments to the SWPPP, NOT.
 - Revocation of General Permit [GP-0-15-002 Part II.C.4], stop work, require individual permit, fines (GP-0-15-002 Part VII.C) up to \$37,500 per day per violation.

- 6. Site Construction Drawings and Specifications Review.
 - Construction Drawings and Specifications
 - Erosion and Sediment Control Plan and Details
 - Sequence of Construction, Erosion and Sediment Control Plan and Details,
 - Schedule of Construction
 - Additional Site Specific Issues
 - Additional Site Specific Issues

- 7. Notice of Termination (with certified copy of the Stormwater Maintenance Agreement)
 - Completed and forwarded to the Town Designated Engineer for review and recommendation to Town for Approval.
 - Town Approval.
 - Town Designated Engineer Files with NYS DEC copies all parties listed.

