

## CITIZEN PARTICIPATION PLAN

The NYC Office of Environmental Remediation and MJM Construction Services have established this Citizen Participation Plan because the opportunity for citizen participation is an important component of the NYC Brownfield Cleanup Program. This Citizen Participation Plan describes how information about the project will be disseminated to the Community during the remedial process. As part of its obligations under the NYC BCP, MJM Construction Services will maintain a repository for project documents and provide public notice at specified times throughout the remedial program. This Plan also takes into account potential environmental justice concerns in the Community that surrounds the project Site. Under this Citizen Participation Plan, project documents and work plans are made available to the public in a timely manner. Public comment on work plans is strongly encouraged during public comment periods. Work plans are not approved by the NYC Office of Environmental Remediation (OER) until public comment periods have expired and all comments are formally reviewed. An explanation of cleanup plans in the form of a public meeting or informational session is available upon request to OER's project manager assigned to this Site, Shaminder Chawla , who can be contacted about these issues or any others questions, comments or concerns that arise during the remedial process at (212) 788-8841.

**Project Contact List.** OER has established a Site Contact List for this project to provide public notices in the form of fact sheets to interested members of the Community. Communications will include updates on important information relating to the progress of the cleanup program at the Site as well as to request public comments on the cleanup plan. The Project Contact List includes owners and occupants of adjacent buildings and homes, principal administrators of nearby schools, hospitals and day care centers, the public water supplier that serves the area, established document repositories, the representative Community Board, City Council members, other elected representatives and any local Brownfield Opportunity Area (BOA) grantee organizations. Any member of the public or organization will be added to the Site Contact List on request. A copy of the Site Contact List is maintained by OER's project manager. If you would like to be added to the Project Contact List, contact NYC OER at (212) 788-8841 or by email at [brownfields@cityhall.nyc.gov](mailto:brownfields@cityhall.nyc.gov)

**Repositories.** A document repository is maintained in the nearest public library that maintains evening and weekend hours. This document repository is intended to house, for community review, all principal documents generated during the cleanup program including project applications, Remedial Investigation plans and reports, draft and final Remedial Action plans and reports, the Site Management Plan, the Notice of Completion and all public notices and fact sheets produced during the lifetime of the remedial project. MJM Construction Services will regularly inspect the repositories to ensure that they are fully populated with project information. The repository for this project is:

Pelham Branch Library

3060 Middletown Road

718-792-6744

Hours of operations

Monday and Thursday: 10:00 AM to 8:00 PM

Tuesday and Wednesday: 10:00 AM to 6:00 PM

Friday and Saturday: 10:00 AM to 5:00 PM

And at:

NYC Office of Environmental Remediation

[www.nyc.gov/oer](http://www.nyc.gov/oer)

**Digital Documentation.** NYC OER strongly encourages the use of digital documents in repositories as a means of minimizing paper use while also increasing convenience in access and ease of use.

**Public Notice and Public Comment.** Public notice to all members of the Project Contact List is required at three major steps during the performance of the cleanup program (listed below) and at other points that may be required by OER. Notices will include Fact Sheets with descriptive project summaries, updates on recent and upcoming project activities, repository information, and important phone and email contact information. All notices will be prepared by MJM Construction Services, reviewed and approved by OER prior to distribution and mailed by

MJM Construction Services, who is obligated to submit a certification of mailing to OER within five days of the mailing date. Public comment is solicited in public notices for all work plans developed under the NYC Brownfield Cleanup Program. Final review of all work plans by OER will consider all public comments. Approval will not be granted until the public comment period has been completed.

**Citizen Participation Milestones.** Public notice and public comment activities occur at several steps during a typical NYC BCP project. These include:

- **Public Notice of the availability of the NYC BCP Application, Remedial Investigation Report and Remedial Action Work Plan and a 30-day public comment period on the Application and Remedial Action Work Plan.**

Public notice in the form of a Fact Sheet is sent to all parties listed on the Site Contact List announcing the availability of the Application, Remedial Investigation Report and Remedial Action Work Plan and the initiation of a 30-day public comment period on the Application and Remedial Action Work Plan. The Fact Sheet summarizes the findings of the RIR and provides details of the RAWP. The public comment period will be extended an additional 15 days upon public request. A public meeting or informational session will be conducted by OER upon request.

- **Public Notice announcing the approval of the RAWP and the start of remediation**

Public notice in the form of a Fact Sheet is sent to all parties listed on the Site Contact List announcing the approval of the RAWP and the start of remediation.

- **Public Notice announcing the completion of remediation, designation of Institutional and Engineering Controls and issuance of the Notice of Completion**

Public notice in the form of a Fact Sheet is sent to all parties listed on the Site Contact List announcing the completion of remediation, providing a list of all Institutional and Engineering Controls implemented for to the Site and announcing the issuance of the Notice of Completion.