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**TOWN OF FENWICK ISLAND
FENWICK ISLAND, DELAWARE
DRAINAGE SYSTEM MAINTENANCE/IMPROVEMENTS
SEPTEMBER 2014**

1. OBJECTIVE:

- a. This document specifies the responsible parties and the procedures adopted by the Town of Fenwick Island for the inspection, maintenance and improvements to the Town's storm water drainage system.

2. RESPONSIBILITIES:

- a. The Director of the Department of Public Works is responsible for the administration of all maintenance and improvements within the system. He or his designee shall inspect drainage shoulders, swales, rock revetments, basins and terminal valves on all Town streets to insure proper drainage. These inspections are conducted weekly on routine inspection of Town property and a much more comprehensive inspection is conducted yearly.
- b. The Delaware Department of Transportation is responsible for all maintenance of drainage facilities along Route 1, with the cooperation and coordination of Town forces in times of weather emergencies on jointly shared facilities.
- c. The Sussex County Soil Conservation District is responsible for soil disturbances within the County and, along with the Town's Building Official, require a specific Sediment and Stormwater Management plan from all contractors prior to any soil disturbance and before issuing a permit for construction.
- d. The Town's Building Official is responsible for enforcing Chapter 61 of the Code of the Town of Fenwick Island, an ordinance to enforce rules and regulations for both private property and public property, restoration to the Town's shoulders, swales and basins disturbed during construction.
- e. The Town of Fenwick Island, under its Charter (Sections 28 through 31 specifically), states its responsibility to maintain curbing, gutters, streets and drainage under its' jurisdiction.

3. JURISDICTION:

- a. The incorporated Town's drainage maintenance system includes all highlighted areas on attached vicinity map:
 1. Oceanside division includes from Atlantic Street north to Lewes Street from the protective dune on the east to Route 1 on the west.
 2. Bayside division includes from Delaware Avenue north to James Street from Route 1 on the east to the Little Assawoman Bay on the west.
 3. All future drainage ways and easements obtained by the Town in accordance with its Charter and Ordinances.

4. AUTHORITY:

- a. The Department of Public Works has the responsibility to inspect and maintain all shoulders, swales, rock revetments, basins, culvert pipes and bulkheads in the Town's rights-of-way and all drainage easements granted to the Town by private property owners.
- b. By State law and the Department of Natural Resources & Environmental Control, the Town has the authority to inspect and maintain all rock revetments, rip-rap, culvert pipe and bulkheads along the Little Assawoman Bay.

5. INSPECTIONS:

- a. The Director of Public Works or his designee will do a visual inspection each Monday during a general canvassing of the Town noting any problem areas that need immediate attention.
- b. Upon receiving notification of an impending major storm, the department personnel will check all inlets to be clear of obstructions and also check terminal valves on low-lying culvert pipes at specific locations throughout Town.
- c. Resident complaints on drainage problems are recorded immediately and evaluated as to the nature of the complaint and the need to act immediately or to schedule personnel to check drainage problems and recommend type of repair or maintenance needed.

6. MAINTENANCE PROCEDURES:

- a. The Director of Public Works shall direct maintenance crew to remove all obstructions to any part of the drainage system in a prompt manner. Likewise, all terminal valves shall be free of debris.
- b. The Department maintenance crew is instructed to remove any debris or obstructions that may occur along Route 1 corridor. For obstructions that require extensive maintenance or repairs on Route 1, the Delaware Department of Transportation (DELDOT) shall be notified immediately.
- c. On private property where drainage easements have been granted to the Town, the maintenance crew is directed to enter onto this land to perform any maintenance that is required, provided that all easement agreements are strictly adhered to.
- d. The Director of Public Works shall, where necessary, plan and schedule capital improvements to the drainage system along with Town Council approval and appropriation of funds needed to accomplish these improvements.
- e. Upon completion of routine maintenance or a maintenance project/capital improvement, the maintenance foreman shall document work completed and work not completed to the Director of Public Works on a "Drainage Problem Report".

7. MAINTENANCE/IMPROVEMENTS

- a. General maintenance of the existing system requires removal of all trash obstructions.
- b. Perform vegetation control on shoulders, swales and basins with an approved herbicide.
- c. Remove and replace existing culvert pipe that has failed on an as needed basis.
- d. Grading and regarding shoulders and swales for positive drainage.
- e. Capital improvements are integrated with the existing system such as new basins and pipe along with terminal back-water valves to help prevent flooding.