

**Agenda
Board of Aldermen
Town of Gibsonville**

**October 7, 2019
Regular Meeting**

**Town Hall
7:00 pm**

1. Invocation - Alderman Shepherd
2. Public Comments
3. Approval of Agenda
4. Approval of Minutes
5. Resolution to Adopt the 2019 Records Retention Schedule
6. Interlocal Agreement Providing Addressing Functions – Alamance County
7. Award Springwood Ave./Cedar St. Waterline Bid
8. Resolution Authorizing Interlocal Agreement for Involuntary Commitment and Transportation with Guilford County, City of Greensboro, and City of High Point
9. Closed Session
10. Reports
 - a. Manager
 - b. Mayor
 - c. Board Members

Addendum

5. **Resolution to Adopt the 2019 Records Retention Schedule** – This is an update of the Municipal Records Retention and Disposition Schedule; this update is from the N.C. Dept. of Cultural Resources Division of Archives and History. *Staff recommends approval of the Resolution.*
Attachments: Resolution

6. **Approval of Interlocal Agreement Providing Addressing Functions** – Alamance County has adopted an Addressing and Road Naming Ordinance, rules and regulations in accordance with the General Statutes 153A-238, G.S. 153A—239.1(a), and G.S. 147-54.7. The Town does the addressing and numbering of all homes and buildings in our jurisdiction but it is approved by Alamance County. This Interlocal Agreement will establish a uniform system for both systems by an Ordinance Regulating Addressing and Road Naming in Alamance County. *Staff recommends approval of the Interlocal Agreement Providing Addressing Functions with Alamance County.*
Attachments: Resolution & Alamance County Ordinance

7. **Award Springwood Ave./Cedar St. Waterline Bid** – Staff has received four bids on the replacing and improvement of the waterlines on Springwood Ave. and Cedar St. Due to increased construction costs the project will require an additional \$105,286.00 contribution from the Town. Josh Johnson will be at the meeting to answer any questions. Josh Johnson with AWCK recommends awarding the bid to the low bidder, City's Plumbing and Pools, Inc. at \$624,210.00. *Staff recommends the bid be awarded to City's Plumbing and Pools, Inc.*
Attachments: Letter from Josh Johnson with AWCK & Tabulation of Bids

8. **Resolution Approving the Interlocal Agreement for Involuntary Commitment and Transportation with Guilford County, City of Greensboro, and City of High Point** – This was discussed at the last meeting. The Police Chief is recommending approval of the Interlocal Agreement for Involuntary Commitment and Transportation with Guilford County. The City of Greensboro and the City of High Point are also entering into this Agreement. *Staff recommends approval of the Resolution Approving the Interlocal Agreement for Involuntary Commitment and Transportation with Guilford County, City of Greensboro, and City of High Point.*
Attachment: Resolution

9. **Closed Session** – Town Manager Evaluation.

RESOLUTION TO 1) ADOPT THE 2019 GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES; 2) REAFFIRM THAT PORTIONS OF THE PREVIOUSLY ADOPTED 2012 SCHEDULE ARE STILL IN EFFECT; AND 3) ADOPT THE TOWN OF GIBSONVILLE'S RECORDS RETENTION AND DISPOSITION SCHEDULE FOR MUNICIPALITIES CONCERNING WHEN ADMINISTRATIVE/REFERENCE VALUE ENDS

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section has published the General Records Schedule for Local Government Agencies, which supersedes parts of the Municipal Retention and Disposition Schedule which it is charged with issuing;

AND WHEREAS, G.S. §121-5 and G.S. §132-3 require a municipality to approve the schedule in order to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives and Records;

AND WHEREAS, the document attached to this Resolution is the form acknowledging the approval of the schedule as required by the Division of Archives and Records, Government Records Section;

AND WHEREAS, to reduce the burden and costs of record retention and maintain efficient Town records management, the Town Council finds and determines that this Resolution should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE THAT:

The Town of Gibsonville 1) Adopts the General Records Schedule for Local Government Agencies; 2) Reaffirms that Portions of the Previously Adopted 2012 Schedule Are Still in Effect; and 3) Adopts the Town of Gibsonville's Records Retention and Disposition Schedule for Municipalities Concerning When Administrative/Reference Value Ends.

This the 7th day of October, 2019.

Mayor

Attest:

Town of Gibsonville

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

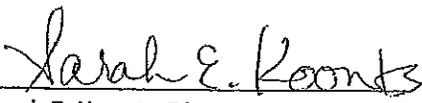
All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

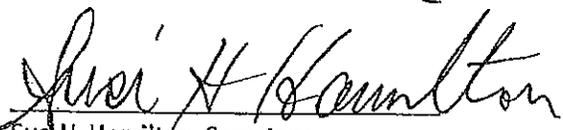
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

INTERLOCAL AGREEMENT PROVIDING ADDRESSING FUNCTIONS

This Agreement made and entered into this 7th day of October 2019, by and between the Town of Gibsonville, a municipal corporation having charter granted by the State of North Carolina, hereafter referred to as 'Town', and Alamance County, a corporate and political body and a subdivision of the State of North Carolina, hereafter referred to as 'County';

WHEREAS, the County has adopted an Addressing and Road Naming Ordinance, rules and regulations (hereinafter 'ordinance') in accordance with the General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a) and GS 147-54.7, and the Police Powers of the county to protect the health, safety and welfare of its citizens; and,

WHEREAS, under N. C. General Statutes Sections 160A-460 through 160A-466, a Municipality and County may, by agreement, may enter into contracts or agreements with each other in order to execute any undertaking or for the purpose of enforcement of select ordinances and regulations; and,

WHEREAS, the Town and County have agreed to the delegation of the Town's addressing regulation functions to the County pursuant to N.C. General Statute Section 160A-461, and having jurisdiction for said ordinance within the Town's corporate limits and extraterritorial jurisdiction.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, the parties hereto agree as follows:

1. Term.

The term of this annual Agreement is from July 1, 2019 through June 30, 2020 and shall automatically renew each year unless terminated as provided herein.

2. Applicable County Ordinances.

This agreement shall include the following County Ordinances and any other subsequently adopted Addressing-related Ordinances during the period of this agreement, to be enforced within the corporate limits of the Town and its extraterritorial jurisdiction:

(a) Alamance County Addressing and Road Naming Ordinance

If the County proposes any amendment to any of the above Ordinances, it will provide the Town written notice of the proposed amendment and provide the Town thirty (30) days to review and comment on the proposed amendment before the County holds a public hearing on the amendment.

3. Responsibilities.

A. Town. The Town agrees to:

- (a) Involve and defer to the county's Addressing Administrators whenever a road qualifies for road naming, renaming and/or address numbering.

- (b) Notify county Addressing Administrators in a timely manor when they are needed for TRC (Technical Review Committee) or in any other case when roads are named, renamed and/or addressed.
- (c) Provide any planning or development materials available.
- (d) Collect and retain all Addressing and Road Naming related fees.
- (e) Seek judicial or equitable enforcement of the ordinance when necessary or notified by the county.

B. County. The County agrees to:

- (a) Agrees to provide Addressing and Road Naming services for the Town of Gibsonville.
- (b) Agrees to make the Addressing Administrators available as part of the TRC (Technical Review Committee or in any other case when roads are named, renamed and/or addressed.
- (c) Agrees to make Addressing Administrators available for any case when roads are named, renamed and/or addressed in a timely manner as to not impede the planning and development process.
- (d) Perform site inspections as needed.
- (e) Notify the Town when judicial or equitable enforcement of the ordinance is necessary.

4. Addressing Administration.

The Addressing Administrators shall serve as the Addressing Administrators for the Town of Gibsonville.

5. Termination.

This agreement may be terminated by thirty (30) days prior written notice from the Manager of one governing unit to the Manager of the other governing unit. If a manager does not exist, notice may be given by chief elected official.

6. Entire Agreement.

This Agreement; and any subsequent amendment thereto, is the only agreement between the parties and contains all the terms agreed upon.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by themselves for their duly authorized officers of the day and year first above written.

 Bryan Hagood, County Manager
 County of Alamance

 Date

 Tory Frink, Clerk to the Board,
 County of Alamance

 Date

Mayor, Town of Gibsonville
Lenny Williams

Date

Town Clerk, Town of Gibsonville
Laurie Yarborough

Date

An Ordinance Regulating Addressing and Road Naming in Alamance County May 2011

Article I - General

This ordinance shall be known and may be cited as the Road Naming and Addressing Ordinance of Alamance County, North Carolina and may be cited within this document as Ordinance.

Section 1-1. Purpose and Intent

The purpose and intent of this ordinance is to hereby establish a uniform system of addressing and numbering all houses and buildings within the jurisdiction of the county, and to establish a process for changing existing addresses, streets and road names so that street, road, and highway names are not duplicated in the county. The ordinance provides a method to correct inaccurate addresses that will help to greatly improve emergency service response to all parts of the County.

Standard addressing rules will provide guidelines for assigning house numbers and street names. A standard database format for recording address information will simplify the maintenance, exchange, and interpretation of address information between governmental agencies and the community.

An additional purpose of this ordinance is to ensure that street name identification signs are placed at all street intersections and establishes a procedure for reviewing street names. This is necessary to facilitate public safety and emergency response service in locating properties and buildings for service to public.

Section 1-2. Legal Authority

This ordinance is hereby adopted under the authority and provisions of General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a) and GS 147-54.7, and the Police Powers of the county to protect the health, safety and welfare of its citizens.

Section 1-3. Jurisdictional Coverage

The provisions and regulations provided by this Ordinance shall apply within the ordinance-making jurisdiction of Alamance County. Application of this Ordinance within a municipal jurisdiction shall require a mutually-entered intergovernmental agreement between said municipality and the County of Alamance.

Section 1-4. Definitions

The following words and phrases when used in this Ordinance shall have the meanings respectively ascribed to them in this Section:

- K. **Address Administrator (s):** The official or officials of Alamance County charged with the administration of this ordinance.
- L. **Building:** A structure having a roof supported by columns or walls for the shelter of persons, and for residential, business, institutional, or industrial use. When separated by division walls from the ground up without openings, each such enclosure shall be deemed a separate building. This includes designed structures that are used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein.

- M. **Driveways:** A private way or street beginning at the property line of a lot abutting a public street, private street, easement or private right-of-way that will give access from a public street, recorded easement, recorded private street or private right-of-way, and shall not serve more than two structures.
- N. **Street Address:** The combination of numbers and street names assigned by Alamance County that identifies a particular building or lot.
- O. **Public Street or Road:** Any street, street, highway, thoroughfare, or other way of passage that has been irrevocably dedicated to the public or in which the public has acquired rights by prescription without regard to whether it is open for travel.
- P. **Private Street or Road:** Any one-way or two-way street for ingress and/or egress not for use by the public that serves three or more structures.
- Q. **Developer:** Any person undertaking any development as defined in the Alamance County Subdivision Ordinance.
- R. **Multiple Dwelling Units:** (duplex apartment, apartment complexes, townhouses and condominium developments) A building used or capable of being used for residential purposes wherein more than two separate and distinct places of habitation exist.
- S. **SUBDIVISION STREET:** Any dedicated and accepted public right-of-way for vehicular traffic, or a private street, either of which were established pursuant to the Alamance County Subdivision Ordinance
- T. **Master Street Address Guide (MSAG):** Consists of the street name, addresses and emergency providers for that range. This lookup became the key step for Enhanced 9-1-

Section 1-5. Administration

The Official Street Addressing and Road Naming Authority in the Alamance County, NC: The Alamance County Board of Commissioners hereby assigns overall authority and responsibility for addressing and naming of both public and private roads as directed by the provisions of this ordinance to the County Address Administrator. It shall be the duty of the Address Administrator and in accordance with the general direction of the Alamance County Commissioners and County Manager to prepare and maintain street address numbering maps of the entire County and, when a new building is built, or for any reason a number is required, to be issued. It shall be the duty of the Addressing Administrator from time to time, and upon request, to review street number assignments, resolve conflicts in address numbering, reassign numbers or propose any changes which, in his opinion, are necessary for the public safety, welfare and mail delivery. This includes any authorized staff representative acting on the Administrator's behalf, and hereby assigns overall authority and responsible for all activities necessary for the enforcement, interpretation and administration of this Ordinance to the Address Administrator. The Address Administrator(s) are assigned by the GIS and Planning Directors for Alamance County.

Further requests or petitions for changing street names will be filed with the Address Administrator(s) who will then transmit such requests to the necessary departments for approval. The Address Administrator(s) will prepare a recommendation to the County Board of Commissioners for each request within sixty (60) days of its filing. The County Commissioners shall schedule a time to hold a public hearing on the matter.

Pursuant to General Statutes of North Carolina GS 153A-238 and G.S. 153A-239.1(a), the County Commissioners shall at least 10 days before the day of the public hearing, cause notices of the time, place and subject matter of the hearing to be prominently posted at the county courthouse and in at least two public places in the township or townships where the said street is located, and shall publish a notice of such hearing in a newspaper of general circulation published in the county.

A. The Address Administrator(s) responsibilities are:

1. Assigning address numbers for houses and buildings of any kind within the jurisdiction of the county.

2. Keeping a record of the date, copy of the notation, and the address to which the new address was assigned.
3. Recommending change of existing addresses when necessary to facilitate house numbers along a street. (Houses and buildings will be numbered according to a lineal system in which all numbers are assigned consecutively from the beginning of a street along its length to its end without regard to how it integrates with the rest of the rural area.)
4. Designating individual unit addresses within the multiple housing units in conformity with this Ordinance. (Apartment Complexes and Mobile Home Parks).
5. Insuring that all streets which require naming have street identification signs, and that all signs are uniform in construction, that all signs are placed at proper locations and properly installed, and that all signs that are either destroyed or lost are reinstalled in a timely manner.
6. The Address Administrator(s) will compile a database of fiscal addresses for each property or building in conjunction with the County Tax Department.
7. The Address Administrator(s) will work in conjunction with E911 Coordinator to compile the Master Street Address Guide (MSAG) as required for E911 Database.
8. The Address Administrator(s) will be the agent assigned for all activities necessary for the interpretation and administration of this Ordinance.

Article II – New Street Naming

Section 2-1. Street Names

The names of streets currently in place and listed in the current Master Street Address Guide (MSAG) that are located within the jurisdiction of Alamance County, whether public or private shall not be changed by any methods except those set forth in this ordinance. A copy of this ordinance and a list of street names shall be forwarded to the Department of Transportation pursuant to G.S. 153A-239.1.

Section 2-2. New Street Names

- A. No new public or private streets shall be named without review and approval of the Address Administrator(s). In the event a street name is denied, the Address Administrator(s) shall provide a written explanation as to why the name was denied. Denial of a street name may be appealed to the Alamance County Board of County Commissioners. Any appeal must be filed, in writing, with the Address Administrator(s) and will be placed on the next available meeting agenda.
- B. The name of any new street, whether it is public or private, shall not duplicate or be phonetically similar to any other street name in the entire county; including municipalities.
- C. Directional names cannot be part of any street or street name (example: WESTOVER RD or NORTHFIELD DR is not acceptable).
- D. Alternate spelling, and homonyms (dear and deer) are not acceptable. All street names must use the common spelling as found in a standard dictionary.

- E. Street names must not contain any punctuation or symbols. Only letters of the alphabet and blank spaces may be included in street names.
- F. Names that are numbers must be expressed as alphabet (spelled out) and not numeric (for example, Second Street is acceptable, not 2nd Street, because of the MSAG setting in E911 Database). State and federal highways numbered are not to be used as names.
- G. New subdivision streets, Apartment Complexes, and Mobile Home Parks whether public or private, shall be named when created through the subdivision process in accordance with those procedures outlined in the Alamance County Subdivision Ordinance. (Section 62, and Section 76)
- H. Private streets, shall be required to be named and structures addressed off of when they meet the minimum standard of serving at least three (3) households and having a length of 200ft or greater.
- I. Those people who live on private streets that do not meet these minimum standards may be addressed off the public street from which it intersects.
- J. This subsection shall not apply to the extension of existing streets, which should whenever possible be given the same name.
- K. "EXT" is not to be used as a suffix when a street is extended. Instead the name remains the same and the address range extended to accommodate the new section or street.
- L. Any roads or streets that make a directional change at an intersection of 90 degrees must have a unique name after each directional change.
- M. Abbreviations of the main title of the street or road name cannot be used except for the following streets (MT for Mount, ST for Saint, NC for North Carolina, I for Interstate, and US for United States.)
- N. A Street with one name shall serve all multifamily dwelling complexes, including apartment complexes, townhouses and condominium developments, and other similar uses unless the Address Administrator(s) finds that, in the interest of public safety, the naming of more than one street in or near the development is warranted.
- O. Street names must be limited to a maximum of twenty-one (21) characters to aid in keeping sign manufacturing costs to a minimum.
- P. Only one name may be assigned along a continuous roadway. Where permanent breaks in a street exist, a new name must be assigned to each segment. A permanent break may consist of but is not limited to a river, stream, and / or intersecting street where continuous access is not available between the two (2) segments without using another street.
- Q. The developer shall pay a fee to the county for required street name signs prior to final plat approval. The county will purchase and erect the street name signs in accordance with county policy. A fee will be assessed per intersection to cover the cost of materials and installation. This fee will be established in the annual county budget. Street name signs shall be erected at each street intersection where said streets having three or more lots are proposed for development. Road or Street signs shall be designed and erected in accordance with Alamance County Subdivision Ordinance. (Section 62 and Section 76). Street signs shall be erected on streets built to state standards and private streets approved in accordance with this Ordinance or Alamance County Subdivision Ordinance. (Section 62, 63, 64 and Section 76).

Section 2-3. Street Suffixes - The following street name suffixes and their official abbreviations must be used in the naming of new roads and streets:

AV = Avenue: Any thoroughfare that is continuous and not limited to a single subdivision.	PT = Point: Street adjacent to a waterway.
BLVD = Boulevard: Street with a landscaped median dividing the roadway.	RD = Road: Any thoroughfare that is continuous and found mainly in the rural area of any county.
CT = Court: Permanently dead-end street or terminating in a cul-de-sac, not longer than 600 feet in length.	RUN = Run: A straight street in a undeveloped area.
CIR = Circle: Discouraged but allowed, at discretion of the Address Administrator(s).	ST = Street: Any thoroughfare that is continuous and used mainly in city and town.
DR = Drive: For a curving, continuous thoroughfare. Is the default suffix.	SQ = Square: Central Square set up for centralized development.
HWY = Highway: State, Interstate, or Federal Highway.	TER = Terrace: Curvilinear street of less than a 1,000 feet.
LN = Lane: A minor street.	TRC = Trace: Small community Street.
LOOP = Loop: Street that loops around and terminated onto itself.	TR = Trail: Street serving as a collector for one or more local thoroughfares.
PKWY = Parkway: Collector or arterial street with a raised median.	WAY = Way: a curvilinear street.
PL = Place: for a permanently dead-end street ending in a cul-de-sac, not longer than 660 feet in length.	

Section 2-4. Street Directionals - Street Directionals can be used with the approval of the Address Administrator(s) based on the following standards:

- A. Directions must be placed ahead of the street name in a separate field separate from the street name (for example, E SMITH ST).
- B. Directionals cannot be used as a suffix or placed after the street name.
- C. Directionals must be used in a complimenting set. If a North directional is used there must also be a South directional. If an East directional is used their must be a West directional.
- D. The prefix "N" (for North) shall be used for the northern portion of roadways having the same name.
- E. The prefix "S" (for South) shall be used for the southern portion of roadways having the same name.
- F. The prefix "E" (for East) shall be used for the eastern portion of roadways having the same name.
- G. The prefix "W" (for West) shall be used for the western portion of roadways having the same name.

Article III – Renaming Streets

Section 3-1. Renaming Streets - Official Street Renaming Process in the Alamance County's Unincorporated Section. Existing street names may be changed for just cause. Examples of just cause are:

E. Voluntary Public Petition to Change Street Name - Property owners who want to have the name of a public or private street changed must submit a petition to the Address Administrator(s) for verification. In addition to complying with Section 2.2 of this Ordinance the street name must comply with GS 147-54.7. The Address Administrator(s) will make recommendations to the Alamance County Board of Commissioners after the following additional criteria have been met.

1. A petition should include the existing street name, the proposed street name, and the reasons why the person(s) are requesting the change, the signatures of 75% of those persons owning property adjacent to the street, and 75% of street frontage.
2. In renaming streets, no requests will be considered that is a duplicate or phonetically similar to any existing street name already established by this Ordinance, any subsequent ordinances, amendments thereto or within a municipality, city or town located in Alamance County, irrespective of the use of a suffix such as street, drive, place, court, etc.
3. The Address Administrator(s) shall request a public hearing date be set by the Alamance County Board of Commissioners and cause the same to be advertised pursuant to G.S. 153A-239.1(a).
4. Upon approval of the petitioned street name, by the Address Administrator(s) and Board of Commissioners, the petitioners shall pay to Alamance County the cost of purchasing the new signs and erecting them.

F. Government Initiated Street Name Change to Secure the Public's Health, Safety and General Welfare - In the event an existing street name has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.

Section 3-2. Street Renaming Guidelines & Limitations - When having to rename one of the streets with similar names consider the following circumstances:

- A. In naming or renaming a public street, the county may not change the name, of any street name given to a street by the Board of Transportation unless the Board of Transportation agrees to such changes. The Address Administrator(s) and Board of Commissioners shall not change any number assigned to a street by the Board of Transportation. The Address Administrator(s) and Board of Commissioners may give the street a name in addition to its DOT Number.
- B. Largest Impact - In most cases, the street with the larger number of homes, dwellings, or commercial structures along the roadway should have priority and retain the name in order to minimize the number of people affected.
- C. Oldest Street - When renaming either of the two streets will have an equal impact, the street that has been consistently signed for the longest period of time should retain the name.
- D. Historical Significance - In some cases, the street with a name of historical significance should retain the disputed name.

Section 3-3. Notice

The Address Administrator(s) shall give notice following naming, or renaming of a public or private street, assigning or reassigning street addresses on a public or private street(s), to the local Postal Service, to any major utilities serving the addressed area, to any emergency services agency such as police, sheriff, fire departments and ambulance service with jurisdiction over the addressed area. A copy of the newly assigned addresses will be forwarded to the Alamance County School System, to the Board of Transportation, and to any city within five miles of the street.

Article IV – Street Numbering and Address Assignment

Section 4-1. Application

Introduction - The rules and guidelines in this section are designed to facilitate the proper assignment of addresses to properties for every possible addressing scenario that occurs in Alamance County. Properties and structures must be assigned addresses in a logical, easy to understand manner in order to help citizens and emergency personnel quickly locate people, places and events.

- A. **When to assign addresses numbers** - When the proper governing body has approved a new street, it must be assigned an address range and each individual property, habitable, and/or substantial structure assigned numbers in accordance with the standards defined in this document. Addresses should not be assigned to structures that are simply accessory to another building or insubstantial in nature.
- B. **Street Addressing Process in the Alamance County, NC:** Address block ranges will be assigned to streets shown on approved preliminary plans. Individual physical addresses must be assigned to lots and/or structures prior to approval of final plan and/or the recordation of final plat, and a copy of the final plat (preferred as an electronic file (AutoCAD or GIS File)) must be submitted to the Address Administrator(s).

Section 4-2. Basic guidelines to follow when numbering/addressing streets:

- A. **Address Ranges:** All required structures shall be assigned up to a five-digit number. No address range in Alamance County shall conflict with another address range in a contiguous locality. For those rare duplicate street names in the county, the address range will be different for each street. The range will be assigned consecutively for all duplicate street names; however, the numbering of the second street will have a break of a minimum of one thousand (1,000) addresses.
- B. **Addressing Interval:** Structure numbers shall be assigned consecutively so that a new address is created ideally every 25 linear feet. Addresses will be assigned at the point of access (driveway) or to a structure point along the front of the structure. If the driveway enters from the side or rear of the property, the structure shall be addressed on the street that it fronts at the approximate middle of the structure.
- C. **Even and odd numbering.** Even numbered addresses shall be assigned to the left in the direction of increase and odd-numbered addresses shall be assigned to the right in the direction of the increase.
- D. **Each mobile home within Mobile Home Parks** shall be assigned a primary 911 address. Addresses shall be assigned from internal drives, using even and odd addressing. A Mobile Home Park owner may assign lot numbers, but the lot number shall not be used in the address of the lot.
- E. **Addresses in Sequential Order.** All addresses need to be in sequential numeric order, always increasing from the point of origin, and should numerically balance on both sides of the street.
- F. **Addresses will be established as whole numbers** and will not have fractions or decimals of a number.
- G. **Vacant Properties** shall, upon request, be assigned addresses pre-development for location purposes only, but once development occurs may have to be readdressed based on the final layout or plan.

Section 4-3. When a Street Must Be Renumbered - Official Street Renumbering Process in the Alamance County's Unincorporated Section.

Introduction - It shall be the duty of the Address Administrator(s) from time to time, and upon request, to review street number assignments, resolve conflicts in numbers assignment reassign numbers or propose any changes which, in their opinion, are necessary. When due to conflicts, change in character or amount of occupancy of any block, and it becomes necessary to assign and reassign numbers within that block, it is the authority and responsibility of Address Administrator(s) to assign approved numbers to the owners and tenants of each building involved. The Address Administrator(s) will then notify the local postmaster having jurisdiction over that area of the address change.

1. **Administration** - When renumbering a street it shall be renumbered in accordance to the numbering rules in this document and in anticipation of possible future changes. Individual numbers can be changed by the Address Administrator(s) and do not have to go through the process of a public hearing. When renumbering whole or large sections of streets the Address Administrator(s) notifies all adjacent property owners of the proposed street numbering change. A public hearing is then scheduled to discuss the proposed street numbering. At least 10 days before the hearing, a notice of the subject matter shall be posted in the county courthouse, and in the local newspaper for general circulation within the county.
2. **Basic Guidelines to Follow When Renumbering a Street** -Existing addresses may be changed for just cause. Examples of just cause are:
 - A. **Government Initiated Address Reassignment To Secure the Public's Health, Safety and General Welfare.** In the event an existing Address has jeopardized the public's health, safety, or general welfare by impeding timely emergency response, or in the event an existing street name reasonably could be perceived to jeopardize the public's health, safety, or general welfare by impeding timely emergency response.
 - B. Area where no addresses were left for vacant lot(s) or new development.
 - C. If the Street Name has officially been changed.

Section 4-4. Display of Street Address Numbers - The owner, occupant or agent of the affected house or building shall place or cause to be placed upon each house or building the numbers assigned under the addressing system as provided in this article. The following criteria must be used to properly display the number:

- I. The cost of the number shall be paid for by the property owner and may be procured either from the local fire departments at the unit price for the same, or from any other source. Such number or numbers shall be placed on existing buildings within 30 days from the date of notification.
- J. The numbers shall be conspicuously placed immediately above, on, or at the side of the proper door of each building so that the number can be seen plainly from the street on which the number is based. Whenever any building is situated or is more than seventy-five (75) feet from the street front, and the number is not clearly discernible from the street line, or vision of the building from the streets is otherwise obscured, the number assigned shall be placed on a sign (minimum of 24 inches (2') x 24 inches (2')) attached near the walk, driveway or common entrance to such buildings, and affixed upon the gatepost, fence, post or other appropriate place so as to be easily discernible, and clearly identifies the entrance to a property. Numbers painted or stenciled on the curb shall not be a lawful substitute for the display of address numbers prescribed by this section.
- K. Address numbers must be a minimum of three (3) inches in height for residential uses and shall be placed on the front of the building facing the street or on the end of the building nearest the street so as to be visible from the street on which the property fronts.

- L. Numbers for multiple dwelling units and nonresidential buildings shall be at least six (6) inches in height and shall be placed on the front of the building facing the street or on the end of the building nearest the street in which the building is accessed.
- M. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Reflective numbers for nighttime identification are strongly recommended.
- N. When a property, (House or Buildings) is built on a corner lot. The address shall be assigned, from the street that the building faces. (Front of the house)
- O. Address numbers should be plain block numeric numbers and not in alpha print or any type of script writing.
- P. The Address Administrator(s) or the Alamance County Board of Commissioners will have the right to authorize and approve alternate methods of displaying house numbers on existing and new structures that meet the intent of this Ordinance.

Article V – Enforcement

Section 5-1. Enforcement

- G. The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Ordinance shall be withheld by the Alamance County Building Inspections Department until the address is posted on the structure as outlined in this Ordinance.
- H. Owners of buildings already constructed will be required to comply with this ordinance. Those person(s) who do not comply with this ordinance will be notified and requested to meet the requirements within 30 days from the date of notification. If the owner does not comply voluntarily with this Ordinance within 30 days of receiving delivery of the notice by registered or certified mail or by hand delivery, enforcement action pursuant to G.S. 153A-123 may be initiated. A fine of twenty-five dollars (\$25.00) shall be imposed on the property owner for each day that the address is not posted.
- I. No person may remove, obliterate, conceal, or destroy any number or sign displayed in accordance with this ordinance.
- J. The provisions of this ordinance may from time to time be amended, supplemented, changed, modified, or repealed by the Board of Commissioners.
- K. Should any section or provision of this ordinance be declared by the courts to be invalid for any reason, such declaration shall not affect the ordinance as a whole, or any part thereof other than the part so declared invalid.
- L. The Alamance County Board of Commissioners, upon review and recommendation of the Address Administrator(s), may authorize a variance from these regulations when in its opinion the interests of the public would best be served by such variance.

ARTICLE VI - LIABILITY

Section 6-1. Liability

Alamance County, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan. Alamance County will not be held responsible or liable from owners or occupants for personal injury or damage to buildings or dwellings constructed which do not comply with this ordinance.

ARTICLE VII - PROVISIONS SEVERABLE

Section 7-1 Provisions Severable

All provisions in other Ordinances for Alamance County in conflict with this Ordinance are hereby repealed. If any provisions of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

ARTICLE VIII - Effective Date

This Ordinance hereby rescinds and replaces any prior Addressing and Road Naming Ordinance adopted by Alamance County. This Ordinance shall take effect on the first day following final reading and adoption.

Section 8-1. Adoption date

The Alamance County Board of Commissioners hereby adopts this ordinance,

Adopted this the ____ day of _____, 2011.

ALAMANCE COUNTY BOARD OF COMMISSIONERS

Chairman

Commissioner

Commissioner

Commissioner

Commissioner



alley, williams, carmen & king, inc.

Item 17

Engineering • Architecture • Land Surveying

October 3, 2019

The Honorable Mayor and Board of Aldermen
Town of Gibsonville
129 West Main Street
Gibsonville, North Carolina 27249

Re: Springwood Avenue and Cedar Street Waterline Replacement – REBID
Engineer’s Recommendation of Award

Mayor and Aldermen:

Bids for the referenced contract were received at Town Hall on October 1st, 2019 at 3:00 p.m. Four (4) bids were opened and read aloud for all present. A certified summary tabulation of bids is enclosed for your review. City’s Plumbing and Pools, Inc. submitted the lowest proposal in the base bid amount of \$624,210.00.

The project is to replace and improve the waterlines on Springwood Avenue and Cedar Street in Gibsonville. The improvements will improve fire flow, reliability, and domestic pressure to users. The Board previously voted to tentatively award a construction contract on this project, but the NC Division of Water Infrastructure requested a rebid of the project due to inconsistencies with the award process due to their instructions. This is for a rebid of the project with minimal changes in the scope of the project.

We have spoken with NC Division of Water Infrastructure about the increased cost of the project and they have informed us that increasing the funding from NC DWI more than 10% of the original funding award (\$59,050) will require additional LGC approval. Additional LGC approval will require a completed, submitted, reviewed, and approved fiscal year 2019 audit. After discussing the project with Town staff, we recommend increasing the local funding to cover the construction cost increases. This would yield the following project budget.

Town of Gibsonville - Springwood & Cedar Project Budget Comparison				
	Funding Award	Original Bid 2-13-19	Rev. Original Bid 4-3-19	Rebid 10-1-19
Construction Cost	\$495,000	\$545,621	\$576,331	\$659,336
Engineering Design	\$40,500	\$40,500	\$40,500	\$40,500
Administration Costs	\$55,000	\$55,000	\$55,000	\$55,000
Total Project Cost	\$590,500	\$641,121	\$671,831	\$754,836
Initial DENR Funding (State Reserve Loan)		\$590,500	\$590,500	\$590,500
Town of Gibsonville - Cash Funding		\$0	\$22,281	\$105,286
Additional Funding Requested		\$50,621	\$59,050	\$59,050
Total Project Funding		\$641,121	\$671,831	\$754,836

740 Chapel Hill Road (27215) - P.O. Box 1179 - Burlington, North Carolina 27216
Tel. - (336) 226-5534 - Fax - (336) 226-3034 - awck.com

Town of Gibsonville
Springwood and Cedar

Recommendation of Award
October 3, 2019

We have reviewed the bids and all bids complied with the bidding requirements. City's Plumbing and Pools, Inc. is based out of Reidsville and have been in business since 2009. We have spoken with references provided for the City of Eden and City of Burlington and they speak highly of City's Plumbing. As such, we recommend tentatively awarding the referenced contract to City's Plumbing and Pools, Inc. for \$624,210.00.

As noted above, this project will be funded through the Division of Water Infrastructure and the award will be contingent upon their approval. If you agree with this award, please execute one (1) copy of this letter and return to our office for further processing.

We will be present at your regularly scheduled October meeting to offer further discussions and to field questions. Until then, thank you for the opportunity to serve the Town of Gibsonville and should you have any questions or require additional information please do not hesitate to contact me directly.

Sincerely,



Joshua S. Johnson, PE
Alley, Williams, Carmen & King, Inc.

Approved By: _____

Date: _____

Enc: Tentative Award Resolution
Certified Bid Tab
Detailed Bid Tab

cc: Mr. Ben Baxley – Town of Gibsonville, Town Manager
Mr. Rob Elliott – Town of Gibsonville, Director of Public Works
Steve Citty – City's Plumbing and Pools, Inc.

TABULATION OF BIDS

Town of Gibsonville

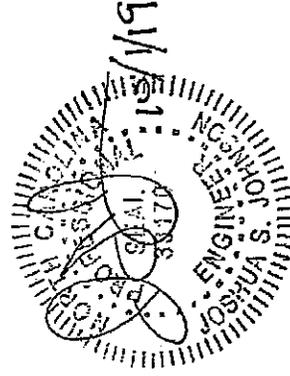
2nd Rebid -Town of Gibsonville-Springwood Avenue and Cedar Street Waterline Replacement
 3:00 PM, Tuesday, October 01, 2019

Gibsonville Town Hall, 129 West Main Street, Gibsonville, North Carolina 27249

Project No. 17037

Bids Opened By: Josh Johnson
 Witnessed By: Jon Pendergraph, Ben Baxley,
 Rob Elliott

CONTRACTOR	N.C. LICENS E NO.	BID SECURITY	ADDENDA RECEIVED	CQS RE'CD	E-VERIFY RE'CD	MBE	IRAN CERT.	TOTAL BID AMOUNT
Yates Construction Co., Inc.	10022	X	X	X	X	X	X	\$ 659,336.00
North American Pipeline Management, Inc.	70877	X	X	X	X	X	X	\$ 841,412.00
Sam W. Smith, Inc.	4148	X	X	X	X	X	X	\$ 703,312.00
City's Plumbing and Pools Inc	68929	X	X	X	X	X	X	\$ 624,210.00
								\$
								\$



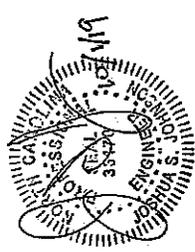
[Handwritten Signature]

THIS IS CERTIFIED TO BE A TRUE COPY OF BIDS RECEIVED

alley, williams, carmen, and king, inc



Item No.	Description	Estimated Quantity	Unit	Bid No. 1		Bid No. 2		Bid No. 3		Bid No. 4	
				Unit Price	Bid Amount						
1	Mobilization, including performance and payment bonds as required in the Contract Documents.	1	L5	\$ 33,297.00	\$ 33,297.00	\$ 24,000.00	\$ 24,000.00	\$ 28,773.00	\$ 28,773.00	\$ 33,000.00	\$ 33,000.00
2	5000 PSI CONCRETE, 18" thick, including formwork, curing, and finishing, including placement, consolidation, and curing, as directed by the Engineer.	3,000	LF	\$ 60.00	\$ 180,000.00	\$ 150.00	\$ 450,000.00	\$ 60.00	\$ 180,000.00	\$ 70.00	\$ 210,000.00
3	REINFORCEMENT, including steel reinforcement bars, including placement, consolidation, and curing, as directed by the Engineer.	2	EA	\$ 4,700.00	\$ 9,400.00	\$ 6,500.00	\$ 13,000.00	\$ 5,200.00	\$ 10,400.00	\$ 6,000.00	\$ 12,000.00
4	WET CORRECT, prepared in-place (P) water curing compound, including placement, consolidation, and curing, as directed by the Engineer.	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 3,800.00	\$ 3,800.00	\$ 3,200.00	\$ 3,200.00	\$ 2,500.00	\$ 2,500.00
5	DUCTILE IRON COMPACT FITTINGS, complete in place as directed by the Engineer.	400	LBS	\$ 6.00	\$ 2,400.00	\$ 9.00	\$ 3,600.00	\$ 12.00	\$ 4,800.00	\$ 10.00	\$ 4,000.00
6	CAST-IN-PLACE CONCRETE, 18" thick, including formwork, curing, and finishing, including placement, consolidation, and curing, as directed by the Engineer.	2	EA	\$ 2,700.00	\$ 5,400.00	\$ 3,800.00	\$ 7,600.00	\$ 3,200.00	\$ 6,400.00	\$ 3,000.00	\$ 6,000.00
7	TAPPING SERVICE AND VALVE, including placement, consolidation, and curing, as directed by the Engineer.	5	EA	\$ 4,200.00	\$ 21,000.00	\$ 5,800.00	\$ 29,000.00	\$ 4,500.00	\$ 22,500.00	\$ 5,000.00	\$ 25,000.00
8	CONCRETE BLOCKING, Class B, complete in place, including placement, consolidation, and curing, as directed by the Engineer.	10	CY	\$ 50.00	\$ 500.00	\$ 60.00	\$ 600.00	\$ 40.00	\$ 400.00	\$ 50.00	\$ 500.00
9	SERVICE CONNECTION, "N" water service connection, including tapping, blocking, valves, meter setting, and installation of existing meter and meter box.	10	L5	\$ 2,500.00	\$ 25,000.00	\$ 3,000.00	\$ 30,000.00	\$ 2,000.00	\$ 20,000.00	\$ 2,500.00	\$ 25,000.00
10	SERVICE CONNECTION, "W" water service connection, including tapping, blocking, valves, meter setting, and installation of existing meter and meter box.	13	L5	\$ 3,000.00	\$ 39,000.00	\$ 3,500.00	\$ 45,500.00	\$ 2,500.00	\$ 32,500.00	\$ 3,000.00	\$ 39,000.00
11	MANHOLE ADJUSTMENT	4	L5	\$ 1,200.00	\$ 4,800.00	\$ 1,500.00	\$ 6,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,200.00	\$ 4,800.00
12	WATER VALVE ADJUSTMENT	6	L5	\$ 900.00	\$ 5,400.00	\$ 1,100.00	\$ 6,600.00	\$ 800.00	\$ 4,800.00	\$ 900.00	\$ 5,400.00
13	RE-GRIND SANITARY SEWER, approximately 30 LF DIP Class 30, and 600 depth to existing sanitary sewer, including excavation, trenching, bedding, and backfill, including placement, consolidation, and curing, as directed by the Engineer.	1	L5	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00	\$ 8,000.00	\$ 5,500.00	\$ 5,500.00	\$ 7,000.00	\$ 7,000.00
14	STABILIZATION STONE, complete in place, as approved by the Engineer.	20	TON	\$ 50.00	\$ 1,000.00	\$ 60.00	\$ 1,200.00	\$ 40.00	\$ 800.00	\$ 50.00	\$ 1,000.00
15	PAVEMENT REPAIR, including placement, consolidation, and curing, as directed by the Engineer.	400	TON	\$ 50.00	\$ 20,000.00	\$ 60.00	\$ 24,000.00	\$ 40.00	\$ 16,000.00	\$ 50.00	\$ 20,000.00
16	PAVEMENT REPAIR, including placement, consolidation, and curing, as directed by the Engineer.	745	ST	\$ 100.00	\$ 74,500.00	\$ 120.00	\$ 89,400.00	\$ 80.00	\$ 59,600.00	\$ 100.00	\$ 74,500.00
17	PAVEMENT REPLACEMENT, including placement, consolidation, and curing, as directed by the Engineer.	545	ST	\$ 60.00	\$ 32,700.00	\$ 70.00	\$ 38,150.00	\$ 50.00	\$ 27,250.00	\$ 60.00	\$ 32,700.00
18	ROADWAY OVERLAY, including placement, consolidation, and curing, as directed by the Engineer.	320	TON	\$ 100.00	\$ 32,000.00	\$ 120.00	\$ 38,400.00	\$ 80.00	\$ 25,600.00	\$ 100.00	\$ 32,000.00
19	CRACK AND JOINT SEALING, including placement, consolidation, and curing, as directed by the Engineer.	20	LF	\$ 40.00	\$ 800.00	\$ 50.00	\$ 1,000.00	\$ 30.00	\$ 600.00	\$ 40.00	\$ 800.00
20	PAVEMENT MARKING, thermoplastic pavement marking, including placement, consolidation, and curing, as directed by the Engineer.	1000	LF	\$ 3.00	\$ 3,000.00	\$ 3.50	\$ 3,500.00	\$ 2.50	\$ 2,500.00	\$ 3.00	\$ 3,000.00
21	PAVEMENT MARKING, thermoplastic pavement marking, including placement, consolidation, and curing, as directed by the Engineer.	9	EA	\$ 150.00	\$ 1,350.00	\$ 180.00	\$ 1,620.00	\$ 120.00	\$ 1,080.00	\$ 150.00	\$ 1,350.00
22	ROCK EXCAVATION, including disposal of suitable material and replacement with suitable material, as directed by the Engineer.	25	CY	\$ 100.00	\$ 2,500.00	\$ 120.00	\$ 3,000.00	\$ 80.00	\$ 2,000.00	\$ 100.00	\$ 2,500.00
23	ROCK EXCAVATION, including disposal of suitable material and replacement with suitable material, as directed by the Engineer.	200	CY	\$ 70.00	\$ 14,000.00	\$ 80.00	\$ 16,000.00	\$ 60.00	\$ 12,000.00	\$ 70.00	\$ 14,000.00
24	TRAFFIC CONTROL, including placement, consolidation, and curing, as directed by the Engineer.	1	L5	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00	\$ 70,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
25	Final Bidding - P-C - including utility, removal, cleanup, and completion in place as directed by the Engineer.	2200	ST	\$ 38.75	\$ 85,250.00	\$ 41.25	\$ 90,750.00	\$ 32.25	\$ 70,950.00	\$ 39.00	\$ 85,800.00
TOTAL BASE BID				\$	658,336.00	\$	841,622.00	\$	703,332.00	\$	824,332.00



[Signature]
This is certified to be a true copy of bids received.

OWNER: Town of Greenville
 PROJECT: Springwood Avenue and Cedar Street Waterline Replacement
 Bid #3
 DATE: Tuesday, October 01, 2019
 TIME: 3:00 PM
 ENGINEER: Joshua S. Johnson, P.E.
 JOB NO. 17037

LOW BIDDER
 Bid No. 4
 City's Plumbing and Pools Inc
 1810 S. Scotel St
 Raleigh, NC
 License No. 68929

Bid No. 3
 Sam W. Smith
 P.O. Box 428
 Eden, NC
 License No. 4148

Bid No. 2
 North American Pipeline Management
 82 Hamp RD SE
 Marietta, GA
 License No. 70377

Bid No. 1
 Yates Construction Company, Inc.
 3120 NC 65
 Statesville, NC
 License No. 31222

Item 8

RESOLUTION AUTHORIZING INTER-LOCAL AGREEMENT FOR INVOLUNTARY
COMMITMENT AND TRANSPORTATION

WHEREAS, the State of North Carolina amended NC General Statute 122C-251 which becomes effective October 1, 2019;

WHEREAS, the State of North Carolina requires an agreement among law enforcement agencies to be entered into regarding agency responsibility for involuntary commitment respondents;

WHEREAS, the local law enforcement agencies wish to formalize the process of agency's responsibility for transporting involuntary commitment respondents;

WHEREAS, the Gibsonville Police Department is in support of the agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE:

That the Mayor is authorized to enter into the inter-local agreement between the City of Greensboro, County of Guilford, City of High Point and the Town of Gibsonville.

Adopted this the 7th day of October, 2019.

Mayor

Attest:

Town of Gibsonville