

CITY OF SALISBURY  
WORK SESSION  
AUGUST 16, 2021

Public Officials Present

Council President John “Jack” R. Heath  
Council Vice-President Muir Boda  
Councilwoman Michele Gregory

Mayor Jacob R. Day  
Councilwoman Angela M. Blake  
Councilwoman April Jackson

In Attendance

City Administrator Julia Glanz, Department of Infrastructure & Development (DID) Director Amanda Pollack, Sustainability Coordinator Alyssa Hastings, Building Official William Holland, Deputy Chief James Gladwell, Department of Procurement Director Jennifer Miller, Grants Manager Deborah Stam, Department of Field Operations Director Jana Potvin, Mayor’s Office Intern Mackenzie Nichol, City Attorney Michael Sullivan, Assistant City Clerk Julie English, City of Salisbury Poet Laureate Nancy Mitchell, and members of the Public.

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On August 16, 2021 the Salisbury City Council convened in a hybrid Work Session (in person and on Zoom Conferencing Video) at 4:30 p.m. in Council Chambers with Council President John R. Heath presiding. The following is a synopsis of the topics discussed.

**Community Foundation of the Eastern Shore Grant Funds for a Poetry Book**

City Administrator Julia Glanz and City of Salisbury Poet Laureate Nancy Mitchell explained that the grant funds, totaling \$2,000, will be used to assemble a book of poems written by members of the community. Mr. Boda recommended the cover of the book include photos and artwork from around the City.

**Community Foundation of the Eastern Shore Grant Funds for the Salisbury-Wicomico Integrated Firstcare Team (SWIFT)**

Deputy Chief James Gladwell shared that the \$2,000 grant funds were slated for use to provide SWIFT clients transportation to and from doctor’s appointments and COVID related health needs. Mr. Heath asked Deputy Chief Gladwell to provide at a later time the current number of saved 911 calls due to the SWIFT program. Mrs. Glanz suggested it was time to add a SWIFT update to an upcoming agenda.

**Parking Meter Removal on Broad Street**

Department of Field Operations Director Jana Potvin and Mayor’s Office Intern Mackenzie Nichol requested the removal of the old style parking meters located on Broad Street. It was noted that these meters collected a total revenue of \$207.15 last year, several of the meters did work properly, and a total of two citations were written for non-payment last year

### **535 East Lincoln Avenue- M & L Rentals, LLP Annexation**

Building Official William Holland discussed the annexation of 535 East Lincoln Avenue. The petitioner signed a pre-annexation agreement due to a septic failure and was hooked into City water and sewer. The property went to the Planning and Zoning Commission and was rezoned to R-8, contained a little less than a quarter acre of land and improved by a one-story single family dwelling. Once the annexation was effective the owner would pay a contribution fee of \$1,712 to assist in the reinvestment of existing neighborhoods.

### **Park Amenity Donation and Tree Planting Donation Policy**

Department of Infrastructure & Development Director Amanda Pollack and Sustainability Coordinator Alyssa Hastings presented a policy directed toward park amenity and tree planting donations. The park amenity portion of the policy would allow residents and businesses to donate more than just trees and benches to all City parks rather than just to the Salisbury City Park. In addition, the policy included a revolving account to house additional revenue for maintenance of the park facilities.

The tree planting portion of the policy laid out the process and responsibilities for outside organizations wanting to donate trees to the City or hold a Tree Planting Day. This policy would prevent these types of donations from being a burden on City staff members.

It was clarified that this policy only pertained to donations valued at less than \$5,000.

### **Surplus of Mitchell Landing Apartments**

Procurement Director Jennifer Miller and Grants Manager Deborah Stam requested the surplus of Mitchell Landing Apartments. The apartments consist of 24, three to four bedroom units. Ms. Stam verified that the loan stipulates that the project has to continue operating under the same regulations associated with the Partnership Rental Housing Program in order to not be required to pay the loan back.

### **Communications Protocol**

Mr. Heath reminded members of the council that proper protocol should be followed when requesting information from the various City departments. Requests should be made to Mrs. Glanz or Mr. Kitzrow rather than going to the Department Heads directly.

### **Administration and Council Comments**

Mayor Day expressed his appreciation for having such amazing City Council members and also appreciated the acknowledgement by Mr. Heath of the stresses on Department Heads. Mayor Day continued by providing an update on the death toll from the earthquake in Haiti (1,400) and noted that 8% of the City of Salisbury's population is Haitian. He asked that everyone be mindful of the hurt and needs of the Haitian community in the coming days.

Mr. Boda commented that he often used the Citizen Problem Reporter on the City's webpage to communicate any problems that come to his attention.

Ms. Jackson thanked those who assisted and attended the VFW Unity Day event. She asked that people continue to get vaccinated.

Ms. Blake requested clarification on what process was preferred in communicating information or concerns. Mayor Day stated his preference was for Mrs. Glanz and Mr. Kitzrow to be copied on emails sent to the Department Heads. Mr. Heath suggested making a phone call rather than sending an email if the matter was critical.

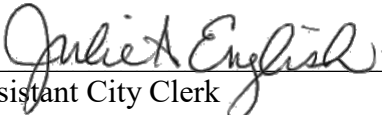
Ms. Jackson addressed the matter of being kept up to date on City events. She would like to be informed of events going on in her community in advance so she could plan to attend. Mrs. Glanz responded and offered to speak offline about what steps could be taken to ensure she was better informed.

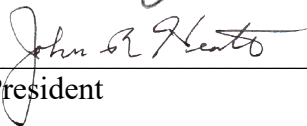
Mrs. Gregory announced that Wicomico County had the second highest COVID-19 cases in the state, second to Dorchester County. She encouraged all to get vaccinated.

Mr. Heath referenced the children in Florida dying from COVID-19 and encouraged all who could get vaccinated.

### **Adjournment**

With no further business to discuss, the Work Session was adjourned at 5:12 p.m.

  
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Assistant City Clerk

  
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Council President