CHARTER REVIEW COMMISSION
MEETING MINUTES

Thursday, October 9, 2025 at 5:30 p.m.
Third Floor Conference Room - City Hall
815 Washington Street, Reading, PA 19601

CALL TO ORDER

The meeting was called to order at 5:45 p.m. by Chair, Pastor Evelyn Morrison.

I. Pledge of Allegiance

II. Moment of Silence or Prayer

III. Roll Call

The following Members were in attendance: David Myers, Tanya Melendez, Virma Quinones, Evelyn Morrison, Sheila Perez, Ann Sheehan and Debra Bradford (via Zoom)

Members absent: Carlos Rivera, Brian Grubb and Jonathan Mejia

Staff present: Edwin L. Stock, Esquire, Solicitor

There were sufficient members in attendance to establish a quorum.

IV. Public Comments - Agenda Related

Nan Balmer Dunford provided comments based on her 25 years of municipal experience. Ms. Dunford indicated that the preferred form of government is the Council/Manager form of government; not the Council/Mayor form of government. Ms. Dunford stated that this is because City Council can hire an at will employee with the credentials to run a city. Ms. Dunford is requesting whether the City should go to a Council/Manager form of government rather than the Council/Mayor form of government.

Reina Perez from the Sociedad Hispana Del Cancer provided comments regarding the annual Breast Cancer Walk scheduled for October 25, 2025 at 2:00 p.m. Ms. Perez made further comments regarding the activities and services which her group offers and asked for the community to support her organization.

V. Opening Remarks - Chair

Chair, Pastor Evelyn Morrison, commented that she believes the work of the Charter Review Commission is progressing and that there is a spirit of working in collaboration. The Chair announced the resignation of Adela Rodriguez. The Chair mentioned that through the City's IT Department recordings of the Charter Review Commission meetings are now available to improve communication with the public. The Chair commented that the translation of the City Charter into Spanish is still not certified. The Chair acknowledged that the Charter Review Commission reviewed the entirety of the current

Charter but possibly needs to review or audit work done by prior Charter Review Commissions. The Chair mentioned that the City's IT Department is working on determining whether subtitles in Spanish can be provided for those watching the Charter Review Commission meetings. The Chair reviewed prior public comments made to the Charter Review Commission. The Chair commented that $7,000.00 has been allocated by the City Finance Director. Mr. Bradford requested something in writing confirming this allocation.

The Chair moved for approval of the Minutes of the October 2, 2025 meeting. Ms. Sheehan moved to approve the Minutes. Ms. Perez seconded the motion. The motion passed 7-0.

VI. Overview of Charter Review Commission Purpose & Scope

The Chair mentioned that the Strategic Plan prepared by Tanya Melendez should be referred to in the future as the Charter Review Commission Strategic Plan.

VII. Approval of Letter to City Council/Mayor Regarding Extension of Time for Charter Review Commission

Any action on the proposed letter to City Council and the Mayor regarding an extension of time for the Charter Review Commission's work will be deferred until the end of October.

VIII. Hiring Interpreter Service for Commission Meetings

Ms. Perez suggested moving forward with hiring an interpreter for Commission meetings. Ms. Bradford made several comments regarding goals in the area of translating the Commission's work. Ms. Bradford mentioned that translation capability is available through the City's website if documents are posted on the website in WORD format. Ms. Bradford suggested that the final documents produced by the Charter Review Commission should be translated. The Chair mentioned again that the City's IT Department is working on providing subtitles in Spanish for Charter Review Commission meetings. The Chair mentioned that she will see if someone from the City's IT Department could attend the Commission's next meeting.

IX. Hiring Recording Secretary/Translator

No action was taken on this topic but the Charter Review Commission requested that this be on the Agenda for the next meeting.

X. Meeting Schedule

There was discussion about the location of upcoming meetings and information regarding upcoming meetings will be disseminated.

XI. Discussion of Next Priorities & Work Plan

The Charter Review Commission reviewed the proposed questions for elected officials prepared by Mr. Myers which he had circulated previously to members of the Commission. Ms. Perez presented some suggested questions which she had drafted. Ms. Perez indicated she will circulate these questions to members of the Commission.

It was suggested that any proposed questions be forwarded to the Chair by Monday, October 13, 2025 at which time the Chair and the Solicitor will finalize the questions for elected officials.

It was agreed that Mr. Myers will lead the interviews of elected officials.

XII. Public Comment - General

There were no further public comments.

XIII. Adjournment

The meeting adjourned on motion of Mr. Myers at 7:21 p.m.