

CITY OF READING CHARTER BOARD

MEETING MINUTES

Location: Council Chambers
Date: November 15, 2022
Time: 6:30 PM

MINUTES

- I. **Call to Order and Roll Call.** *Called to order at 6:34pm. Present; Ms Leidy Ramos, Mrs. Susan Williams, Mr. Shane McFarlane, Chair, and Board Solicitor, Mr. Eric Smith.*
- II. **Approval of minutes.** *Prior minutes were approved on July 16, 2022.*
- III. **Public Comment.** *(Limited to 5 minutes per person. Opportunity for members of the public to raise matters of concern or ask questions regarding Charter related issues). There were no members of the public present.*
- IV. **Right to Know Requests.** *No right to know requests, as of this meeting.*
- V. **Education Initiatives.** *Annotated Charter update and discussion; Board Solicitor continues to fulfill 5hrs per month directive on the Annotated Charter update. The Board discussed possible completion dates.*
- VI. **Advisory Opinion Requests.** *No Advisory Opinion Requests, as of this meeting.*
- VII. **Enforcement - Charter Board Complaints.** *The Solicitor reported that a complaint had been submitted, but voluntarily withdrawn to be resubmitted at a later date.*
- VIII. **Executive Session.** *The Board went into Executive Session at 6:58pm to be briefed by Counsel and to discuss matters related to Charter Board Ordinance. Adjourned at 7:03pm.*
- IX. **Official Action.** *1) In the previous meeting on July 14, the Board approved the commencement of the search for an Investigative Officer. The Board voted unanimously to approve Charles Gaza, Esquire as interim Investigative Officer. 2) The Board discussed the proceedings before City Council regarding proposed amendments to the Charter Board Ordinance. The Board voted unanimously to authorize the Board Solicitor to take additional steps regarding proposed amendments to the Charter Board Ordinance consistent with the Board's letter to City Council dated Nov. 2, 2022, and testimony before Council on Nov. 7, 2022.*

- X. **Public Comment.** *(Members of the public may comment on matters of Official Action taken by the Board). There were no members of the public present.*
- XI. **Administrative Matters or New Business.** *Search for Mediator: The search continues for a Board Mediator. Rules of Administration and Procedure for IO, Solicitor RFP, and IO RFP: In process. The Board discussed the Annual Charter Board Report. The Report is in process and should be completed by third Tuesday of January 2023.*
- XII. **Adjournment.** *Motion to adjourn by Ms Leidy Ramos, seconded by Mrs. Susan Williams. Adjourned at 8:10pm.*