CHARTER REVIEW COMMISSION
MEETING MINUTES
Thursday, November 13, 2025, | 5:30 PM
Council Chambers, Reading City Hall, 2nd Floor
815 Washington St, Reading, PA 19601

CALL TO ORDER

The meeting was called to order at 5:43 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: Chair, Pastor Evelyn Morrison, Sheila Perez, Tanya Melendez, Ann Sheehan, Carlos Rivera, Debra Bradford, Virna Quinones and Jonathan Mejia.

Members absent: Brian Grubb and David Myers

Staff present: Brian R. Weiss, Esquire, appearing on behalf of Solicitor Edwin L. Stock, Esquire.

There were a sufficient number of members in attendance to establish a quorum.

IV. Public Comments – Agenda Related

Tracy Savignac commented that she was happy to see more members in attendance and was looking forward to the meeting.

V. Opening Remarks – Chair

The Chair mentioned that she is looking forward to working on the survey. The Chair also expressed her happiness that members were in attendance and hopes it continues to be the case going forward.

(a) Approval of Meeting Minutes for October 30, 2025 Meeting

Ms. Melendez moved to approve the October 30, 2025 Meeting Minutes. Ms. Bradford seconded the motion. The motion carried 8-0.

(b) Request a Representative from City IT Department attend a Commission Meeting

The Chair is looking to request a member from the City IT Department to attend a Commission Meeting.

VI. Overview of Charter Review Commission Purpose & Scope

(a) Further consideration of Strategic Plan Prepared by Tanya Melendez

The Chair mentioned that the Commission should converge all ideas and consider every member's input. The Chair believes this should be everyone's contribution.

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

The Chair wants to do the work of the Commission within the six months they have. Ms. Perez mentioned she is okay with not sending a letter if the work is actually completed within the six months.

VIII. **Hiring Interpreter Service for Commission Meetings**

The Chair mentioned that she wants to hold off on this discussion until hearing from the IT Department about them attending a meeting. There was a brief discussion on the differences between a PDF document and a Word document and the advantages of a PDF document.

IX. **Hiring Recording Secretary/Translator**

The Chair again mentioned that this conversation should be in the presence of the IT Department. There was also a discussion that up to this point, a recording secretary and translator have yet to be hired but there are enough bilingual individuals to figure it out if something were to come up.

X. **Meeting Schedule**

November 20, 2025	**Council Chambers**
November 27, 2025	**No Meeting**
December 4, 2025	**Penn Room**
December 11, 2025	**Council Chambers**
December 18, 2025	**Council Chambers**

There was a discussion regarding the general timeline of the Commission and what they want to get done in the coming weeks. It is their goal to get the surveys out by the end of November and then have public hearings regarding the surveys and the results possibly at the December meetings that take place in Council Chambers.

There was then a discussion pertaining to the frequency of meetings in the future. Ms. Perez expressed her concern that they have already missed multiple meetings due to a lack of a quorum being present. Some members expressed that they do not have more time to attend meetings and that the focus should be on dividing and conquering when it comes to the survey.

XI. **Discussion of Next Priorities & Work Plan**

(a) **Interviews of Council Members**

Speaking with Council Members about their schedules and attending was briefly discussed.

(b) **Implementation of Work Plan**

The Commission expressed its desire to have the surveys out by the end of November and then have public hearings following the results of the survey.

(c) **Scheduling Interview with Mayor, Managing Director, City Solicitor and other City officials**

There was no further discussion regarding this topic.

(d) **Preparation of Survey**

Each member listed where they could potentially get the survey out to. Some members were unsure of who they could get the survey to but will try their best to come up with some organizations and groups. There was also discussion on what age the survey should be limited to and who to target with the survey. It was recommended that the survey should be provided to students at RACC and Alvernia and that RACC and Alvernia may be able to process the survey results.

(e) **Review of Survey Questions**

There was an extensive discussion regarding what survey questions to include and not include. The group went through the questions from the 2019-2020 Charter Review Commission survey, Mr. Myers' proposed question for the survey, other drafts of survey questions and Ms. Melendez's proposed survey. After a comprehensive discussion going through every proposed question and what the members liked and did not like about the questions, the Chair recommend that the members organize the questions they like and decide on a final survey draft the following week. Ms. Quinones then moved to adopt Ms. Melendez's survey as the survey to use. Mr. Rivera seconded the motion. The motion carried 5-3, with Ms. Perez, Ms. Bradford and Chair Morrison voting no.

(f) **Scheduling Public Hearings**

It was discussed that the public hearings should occur after the surveys get out. The goal is to have the surveys out by the end of November.

(g) **Modifying the Quorum Requirement**

Ms. Bradford moved to reduce the quorum requirement from 7 to 6. Mr. Mejia seconded the motion. The motion carried 7-1, with Ms. Sheehan voting no.

XII. Public Comment – General

There was no public comment.

XIII. Adjournment

The meeting adjourned at 7:38 p.m.