

The meeting of the 2013 Charter Review Commission was held on Wednesday, July 24, 2013 City Hall, 815 Washington St, Reading, PA 19601, Penn Room. The meeting was called to order at 6:07 p.m. by Eron Lloyd.

Members of the Commission present were: Rosemary ?, Anne ?, Thomas Anewalt, Randy Corcoran, David Sitak, John Slifco and Chuck Younger.

Members not present were: Carl Geffken, Frank Dembowski, Marcia Goodman and Vaughn Spencer

Others present were Carol R. Lewis, Recording Secretary.

Public Comments/Visitors: None to note.

Selection of Officers - E. Lloyd opened nominations for Chairman. D. Sitak motioned to nominate the slate of officers selected at the last unofficial meeting. Rosemary asked if anyone else was interested in being Chairperson as she had never done it before. The motion was seconded by J. Slifco and passed with a vote of 6 ayes and 1 nay. Rosemary voted nay. The officers are Rosemary Chairman, Anne Vice Chairman and David Sitak Secretary. E. Lloyd then passed the meeting over to Chairman Rosemary.

Old Business

a. **Budget Status** - D. Sitak prepared a \$20,000 budget to cover clerical, Secretary, advertising and legal if necessary. The Ordinance came before the council and passed by a 6-1 vote. Council felt and the Commission agrees that they should come in well below the budgeted amount. The Committee thanked the Council for their due deliberation on the matter. All invoices should be sent to D. Sitak at City Auditor for review and they will then come to the Committee for approval. Whenever possible, reports will be distributed electronically and member's knowledge will be used to save money. A summary will be provided to Council on a monthly basis. E. Lloyd advised them that he has 2 ads from the Reading Eagle to turn in. All the meetings were advertised in one ad.

b. **Secretary Appointment** - Paul Jansen was tasked with finding a note taker for the Commission. Carol R. Lewis is the Manager/Secretary/Treasurer for Union Township, a Second Class Township in Berks County. She has five (5) Boards she oversees. She will submit the minutes to P. Jansen and D. Sitak for review and dissemination to the rest of the Commission. \$2,600 was budgeted for the Recording Secretary who will be paid \$100 per meeting that lasts 2 hours. If it goes over that it is an additional \$40 per hour. Motion by R. Corcoran seconded by Anne and unanimously carried to appoint Carol R. Lewis as the Recording Secretary.

c. **Meeting Dates and Times** - The Committee will meet bi-weekly on July 24, August 7, August 21, September 4, September 18, October 2, October 16, October 30, November 13 and December 11, 2013 from 6 p.m. to 8 p.m. in the Penn Room of City Hall. Motion by D. Sitak second by R. Corcoran and unanimously carried to amend the meeting dates to change December 11 to December 4 and December 18, 2013 with all other dates, times and places as reflected in the previous ad to remain the same. E. Lloyd will place another ad including a blurb "and any additional meetings if needed".

New Business

a. **Potential Topics for Commission Attention** - The Council and Mayor will be sending

out ideas. The Commission discussed the fact that there are a lot of items that need clarification and the best way to go about doing this. They discussed having some large issues and then a list of smaller issues for a future ballot. The Commission will review the existing Charter before the next meeting and make a list of items to rank for importance. E. Lloyd advised the members that Appendix C has a list of issues of concern that the prior Review Commission had looked at. Anne requested a synopsis of court decisions that have changed the Charter in the past ten (10) years. J. Slifco pointed out that the Charter Board is in the process of annotating the Charter to reflect these Decisions. He suggested the Review Commission request whatever they have done to date. The Commission discussed the precedence of state to local laws. R. Corcoran will e-mail the Council's concerns to the members before the next meeting. The Commission then discussed the roles of Mayor and Managing Director and the differing viewpoints between Administration and Council. The Commission will want to have some level of public input. They will also want to hear from Administration and Council. They discussed ways to get the public comment, whether through BCTV, newsletters, attending District meetings, etc. The next three meetings will be set up for presentations. By the third meeting the Commission will have all of the member's reviews and the two presentations to decide on the topics for Commission's attention. Members of the Commission were urged to stay in contact with each other.

b. Communication Protocol - R. Corcoran expressed a willingness to do BCTV. The members discussed the lack of public participation that usually follows these meetings and how to increase it. They agreed the outreach to the public should not be left to the last minute but be done in September sometime. J. Sitak suggested that those in neighborhoods go to their meetings and get on their agendas. He also suggested that they have public comment at the beginning and end of each meeting but not let it overwhelm the meeting. The Commission decided to extend an invitation to the current Charter Board to hear their experiences, issues and challenges. Lastly they discussed the composition of the Committee and the possible conflict with budget meetings. As long as there is a quorum there should not be a problem.

Public Comment: None to note.

The meeting was adjourned at 8:05. by the unanimous consent of those present.

Submitted: Carol R. Lewis, Secretary