October 4, 2026

Re: Complete meeting packets, prompt draft minutes, and public access to meeting materials

Dear Members of Wyomissing Borough Council,

I urge Council to improve public access to meeting information by publishing complete packets before meetings, draft minutes promptly afterward, and the documents and presentations used during meetings. These practices should apply to Council and the Borough's boards and commissions, including the Planning Commission and Civil Service Commission.

1. Publish complete meeting packets in advance.

An agenda tells residents which topics will be discussed. It does not necessarily give them the information needed to understand those topics or offer informed comments.

An item labeled "capital discussion" or "capital requirements," for example, does not explain the proposed projects, their costs, the needs they address, or the alternatives under consideration. Residents need that information before the meeting so they can review it and arrive prepared.

Please publish the complete public packet provided to members, including supporting reports, proposals, cost estimates, presentations, and attachments, sufficiently in advance to allow meaningful review. If additional materials become available later, please add them promptly and identify the update.

2. Publish draft minutes promptly after each meeting.

Waiting until minutes are approved at the next meeting can leave residents without a timely account of what occurred. This is particularly problematic for bodies that meet infrequently. If the Civil Service Commission does not meet again for a year, withholding minutes until that meeting could leave residents waiting a year to learn what was discussed and decided.

A clear notice would address the distinction between draft and approved minutes:

> *"DRAFT - These minutes are subject to correction and approval at a subsequent meeting."*

Residents should also have a clear way to submit apparent errors or omissions for the body's consideration before approval. Publishing draft minutes would support both timely access and accuracy. The approved version could then be posted and clearly identified.

3. Publish the materials presented or discussed.

Please make presentations, PowerPoints, handouts, and other public documents presented, referenced, or relied upon during meetings available online with the corresponding meeting records, with any required redactions.

Residents should not have to file a Right-to-Know request simply to see the materials used to explain a public proposal or support a public decision. Obtaining those records weeks or months later, after decisions have already been made, does little to support informed participation when it matters.

Residents who cannot attend a meeting should still be able to review its substance afterward. Minutes and supporting materials serve complementary purposes; both are needed.

These are practical steps toward better governance and transparency. Please begin with the upcoming meetings and establish a clear, consistent publication schedule. Residents deserve access to the information needed to understand proposals, comment meaningfully, and review the decisions made on their behalf.

Sincerely,
Adrian Jadic
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Wyomissing, PA