

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – July 16, 2025**

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on July 16, 2025 at 5:00 p.m. by Nelson Espinal, Chairman. It was held at the Reading Parking Authority, 430 S. 4<sup>th</sup> Street, Reading, PA 19602, pursuant to notice published and posted according to law.

2) Pledge of Allegiance

3) Moment of Silence

4) Roll Call

A roll call to confirm all individuals present for the meeting was taken. The following individuals were present for the meeting:

*RPA Board Members:* Nelson Espinal, Chairman; Patricia Vasquez, Vice-Chairman; Kerry Burford, Secretary/Assistant Treasurer; Dr. Rodney S. Ridley, Sr. and Devon Guistwite.

*Others Present:* Rafael Batista, Executive Director; Josue Vega, Finance Director; John Brown, Director of Human Resources; Nellie Martir, Operations Manager; Jesse Metheny, Finance Operations Manager; Janice Nieves, Communications Specialist; Vanessa Ortiz, Head of Supervisors; Ryan Phillips, IT Systems Coordinator and Mahlon J. Boyer, Esquire, General Solicitor.

5) Public Comment

Jennifer Motze said that she has been a City resident for 14 years. She received a citation for an expired inspection without the benefit of a warning beforehand. She contacted the Authority and requested a waiver but it was denied. Mr. Batista confirmed that the Authority is enforcing City Ordinance in regard to the inspection citation. He asked Ms. Motze to give her contact information to Ms. Ortiz for further review of the situation. Ms. Ortiz said that a waiver of the inspection citation will be provided if proof of the inspection is provided within thirty (30) days of the issued citation.

Jorge Cerda said that he started a towing company 10 years ago. His company performs maintenance work for the Authority. He submitted a timely response to an RFP that the Authority issued for towing services. He was the only bidder. Mr. Boyer confirmed that the Board passed a motion to reject all submitted bids. The Authority is going to continue to rely on the City's towing contract for towing services at this time.

6) Approval of Board Meeting Minutes – June 18, 2025

Mr. Guistwite made a motion to approve the June 18, 2025 regular board meeting minutes. Second by Mr. Burford. The motion passed unanimously.

7) General Solicitor

Mr. Boyer had no report.

8) Executive Director Report

Mr. Batista said that the Authority is working to restart the Amnesty Program in September to help residents clear unpaid violations. Also, the Authority is collecting vendor quotes for the installation of EV charging stations in the Authority's parking garages. Placement of the charging stations will be based on the garages with the greatest use.

The trial phase of the Civic Smart project has been cancelled. The Authority is going to return to the use of regular paystations. The Authority can revisit the project at a future time if it chooses to.

The Authority has developed an SOP for the violation appeal process. The SOP was shared with the Board. Mr. Batista said that the SOP is working well. Appellants receive a response within 24-48 hours of the Administrative Review, which occurs before a citation goes to a hearing. Appellants have to pay the full amount of the fine before a hearing is scheduled. The appeal process is on the Authority's website. Mr. Batista said that the Authority has made great strides in cleaning up delayed hearings. The hearings had been delayed into January 2026 but are now only scheduled into August.

The Authority's new website is almost done. It is going to be user-friendly. It will be in English, Spanish and French. The Authority is trying to improve transparency.

9) Director of Finance Report

a) Financial Statements – June 2025

The Authority's June Financial Statements were presented to the Board prior to the meeting. The Authority's net income was positive in June even though its revenue was less than last year. Mr. Vega said that there is less event and no-parking sign revenue than last year. He credited the Authority's net income to Mr. Batista's cost-saving measures.

b) Approval of Accounts Payable

Mr. Burford made a motion to approve the accounts payable in the amount of \$692,488.22. Second by Dr. Ridley. The motion passed unanimously.

10) Director of Human Resources Report

Mr. Brown submitted a report to the Board prior to the meeting. Mr. Brown said that the Authority is increasing awareness of its employee assistance program. The program is being advertised to employees with posted cards in the Authority's building. The cards are in English and Spanish.

11) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. She confirmed that the Authority is continuing to improve training manuals, SOP's and other educational materials.

12) Board Member Reports

Mr. Burford asked about the Authority's status in taking its inventory. Dr. Ridley said that the Authority needs to issue an RFP to permit Alvernia to submit a bid to provide assistance with the Authority's inventory. Mr. Batista said that the Authority is focusing on other critical matters at this time.

13) Old Business

None.

14) New Business

Mr. Batista said that the Authority is moving forward with the surface lot at 905 Green Street. The Authority wants to complete the lot this year. The Authority met with McCarthy Engineering about the lot. McCarthy is going to issue an RFP for construction of the lot.

15) Next Board Meeting

The next regular board meeting will be held on August 20, 2025 at 5:00 p.m. at the Reading Parking Authority, 430 S. 4<sup>th</sup> Street, Reading, PA 19602.

16) Adjourn

There being no further business of the Board, the meeting was adjourned at 5:58 p.m. An executive session to discuss pending litigation was announced with no return to public session.