

READING PARKING AUTHORITY

Minutes of Reading Parking Authority Board Meeting – October 15, 2025

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on October 15, 2025 at 5:00 p.m. by Nelson Espinal, Chairman. It was held at the Reading Parking Authority, 430 S. 4th Street, Reading, PA 19602, pursuant to notice published and posted according to law.

2) Pledge of Allegiance

3) Moment of Silence

4) Roll Call

The following individuals were present for the meeting:

RPA Board Members: Nelson Espinal, 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; Vanessa Ortiz, Head of Supervisors; and Mahlon J. Boyer, Esquire, General Solicitor.

5) Public Comment

Eduardo Santiago appeared before the Board. He said that he requested a handicap space in front of his home from the City but his request was denied. He said he parked in back of his house but was ticketed for doing so. He asked for help in regard to the parking situation at his home. It was confirmed to Mr. Santiago that the Authority would review the matter and provide any possible guidance.

6) Approval of Board Meeting Minutes

Mr. Espinal made a motion to approve the September 17, 2025 regular board meeting minutes. Second by Dr. Ridley. The motion passed unanimously.

Mr. Guistwite made a motion to add the approval of the August 27, 2025 regular board meeting minutes to the agenda. Second by Dr. Ridley. The motion passed unanimously. Dr. Ridley made a motion to approve the August 27, 2025 regular board meeting minutes. Second by Mr. Guistwite. The motion passed unanimously.

7) General Solicitor

a) First Amendment to Amended Cooperation Agreement

Mr. Boyer confirmed that a proposed First Amendment to the Amended Cooperation Agreement, which is between the Authority and the City, has been provided to the City for review. Mr. Boyer is waiting for the City's response.

b) Amendment to Lease – 213 S. 11th Street

Mr. Boyer confirmed that a proposed Amendment to the Lease Agreement for 213 S. 11th Street, which is between the Authority and the City, has been provided to the City for review. Mr. Boyer is waiting for the City's response.

c) City Parking Requests

By consensus, the Board agreed that Mr. Batista has the authority to approve requests from the City for free parking at the Authority's facilities for City events. Mr. Batista will provide notice to the Board when he makes any such approvals.

Mr. Burford said that the Authority should track the free parking for the City to confirm its value to the City and its cost to the Authority. Dr. Ridley said that the Authority should keep track of all of its in-kind donations. The value of in-kind donations should be shown at the end of the year in the Authority's financial reports.

8) Executive Director Report

Mr. Batista said that the Amnesty Program is continuing. It started on September 2 and will continue through November 30, 2025. So far, 1,119 individuals have participated in the program. The Authority has collected \$103,533.78 through the program.

Mr. Batista said that appeal hearings are up to date. The backlog has been cleared. Hearings are now held one day per week. On the last hearing date, 15 hearings were held. 11 appellants appeared for their hearings. Attendance has risen because appellants must now pay the entire fine to request an appeal hearing. This was not required previously, which created abuse of the appeal system.

Mr. Batista confirmed that discussions are underway in regard to the new union contract for the 2026-2029 timeframe. The Authority wants to address employee concerns. The Authority's focus areas include improved attendance and accountability measures.

Mr. Batista said that the Board will see that the Authority's engineering costs have increased. This is tied to the development of three new parking lots.

a) BSGI

The Board had previously by consensus approved the retention of BSGI to perform necessary work at the Authority's parking garages to install new piping for sprinklers and to ensure compliance with the Fire Code. The total project cost is \$134,509.14. Mr. Nelson made a motion

to ratify the retention of BSGI for this work. Second by Dr. Ridley. The motion passed unanimously.

b) EV Charging Stations

Mr. Batista said that the Authority is going to install new EV charging stations at the Convention Center Garage. The current charging stations are free to users. The new ones will charge the users. The estimated cost for the new charging stations is \$25,000.00. Dr. Ridley made a motion to approve the installation of the new charging stations. Second by Mr. Guistwite. The motion passed unanimously.

c) Free Parking Request

The City has made requests for free parking for upcoming events that Mr. Batista can approve including the upcoming Holiday Parade on November 22, 2025.

9) Director of Finance Report

a) Financial Statements – September 2025

The Authority's September Financial Statements were presented to the Board prior to the meeting. Mr. Vega said that the audit of the Authority's 2024 financial statements is 90% complete. The auditor will likely provide a draft audit report for review next week.

Mr. Vega said that the Authority is continuing forward with its new accounting software implementation. The Authority is also exploring new workers compensation coverage that could lower the Authority's costs. The Authority's new insurance broker is helping to reduce the Authority's insurance costs.

Mr. Batista confirmed that the Authority is working to increase permit revenue. Mr. Vega said that AdPark revenue is expected to be \$30,000.00 - \$50,000.00 per year but it will take some time to see the full results. Mr. Batista confirmed that the City is waiving the Authority's payments to the City in November and December 2025. This will help the Authority make its upcoming bond payment that will be roughly \$650,000.00.

b) Approval of Accounts Payable

Mr. Nelson made a motion to approve the accounts payable in the amount of \$514,332.00. Second by Mr. Guistwite. The motion passed unanimously.

10) Director of Human Resources Report

Mr. Brown submitted a report to the Board prior to the meeting. Mr. Brown confirmed that the data conversion for employee benefits will soon be complete.

11) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. Ms. Martir confirmed that the Authority is timely responding to constituents. Lighting at the Poplar & Walnut Garage has

been addressed. The Authority is working on line striping throughout its garages. The Authority's maintenance team is checking the parking garages to address and reduce trip hazards.

12) Board Member Reports

None.

13) Old Business

None.

14) New Business

None.

15) Next Board Meeting

The next regular board meeting will be held on November 19, 2025, at 5:00 p.m. at the Reading Parking Authority, 430 S. 4th Street, Reading, PA 19602.

16) Adjourn

There being no further business of the Board, the meeting was adjourned at 5:50 p.m.

17) Executive Session

An executive session to discuss pending litigation and personnel matters was announced with no return to public session.