

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – November 19, 2025**

1) Meeting Called to Order

The Reading Parking Authority’s regular board meeting was called to order on November 19, 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; Patricia Vasquez, Vice-Chairman; and Kerry Burford, Secretary/Assistant Treasurer.

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

5) Public Comment

There was no public comment.

6) Approval of Board Meeting Minutes

Mr. Espinal made a motion to approve the October 15, 2025 regular board meeting minutes. Second by Mr. Burford. The motion passed unanimously.

7) General Solicitor

a) 9th & Green Financial Security Approval

Mr. Boyer confirmed that the RPA is trying to secure final approval from the City to build a parking lot at 9th & Green. The RPA will need to post financial security with the City for the project. Ms. Vasquez made a motion to approve financial security in an amount not to exceed \$144,000.00. Second by Mr. Burford. The motion passed unanimously.

b) Amendment to Amended Cooperation Agreement

An Amendment to Amended Cooperation Agreement was presented. The proposed Amendment will reduce the annual payment of the Authority to the City by \$511,000.00. This annual reduction amount will be paid by the Authority towards its bond debt. Ms. Vasquez made a motion to approve the Amendment. Second by Mr. Burford. The motion passed unanimously.

c) Second Amendment to Berks County Parking Agreement

A Second Amendment to Parking Agreement was presented. The Second Amendment will amend the parking agreement between the Authority and Berks County. It will allow the installation of a paystation in the County Services Center for use by jurors for parking. Mr. Espinal made a motion to approve the Second Amendment. Second by Mr. Burford. The motion passed unanimously. Ms. Vasquez said that the Authority should use social media to advertise this collaboration between the County and the Authority.

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

An Amendment to Lease Agreement was presented. The proposed Amendment would extend the term of the Lease between the City and the Authority for the Authority's use of the City's property at 213 S. 11th Street. The current lease has a one-year term that renews annually. The Amendment would make the term of the lease 15 years with automatic 5-year renewals. The Authority has requested a longer lease term before it expends funds at the property to construct a parking lot.

e) Retention of Dilworth Paxson

The IRS has ordered an examination of the bond debt and use of funds. It will be necessary to retain bond counsel. Dilworth Paxson served as bond counsel to the Authority when the bonds were issued in 2019. Ms. Vasquez made a motion to approve the retention of Dilworth Paxson for the IRS examination. Second by Mr. Burford. The motion passed unanimously.

8) Executive Director Report

Mr. Batista said that the Amnesty Program has gone well. There were 2,117 participants during the time period of September 2 – November 7, 2025. The Program will end on December 1, 2025.

Appeal hearings are going well. They are up to date. There are roughly 5-8 appeal hearings per week.

The Authority received the audit of its 2024 financial statements. The Authority received a great review with no findings. Mr. Batista said that the Authority's accounting team has done excellent work. The Authority's debt has been reduced by \$1.6 million, its expenses have decreased by 8.7% and its revenue has increased by 3.8%. The Authority's future outlook is positive with a continued focus on modernization, efficiency and financial strength.

Mr. Batista said that Omega is the Authority's IT provider. The Authority and Omega are negotiating new terms for the existing contract. It is anticipated that the new contract terms will reduce the Authority's payment to Omega by roughly \$60,000.00 annually. Omega is requesting a 5-year renewal if the contract price is reduced. Discussions are ongoing.

Mr. Batista said that the Authority is moving away from Ring Central to Watchkeep for its phone service. The Authority will save roughly \$4,000.00 annually. Watchkeep has better customer service.

Mr. Batista said that health insurance is one of the Authority's largest expenses. The Authority pays roughly \$1 million annually for employee healthcare. The Authority's healthcare premium was set to rise by 20% for 2026 but the increase has been reduced to 11%.

9) Director of Finance Report

a) Financial Statements – October 2025

Mr. Vega said that the Authority is working with a new broker for its insurance coverage. The Authority has saved roughly \$60,000.00 thus far for its insurance coverage.

In regard to the October financial statements, Mr. Vega said that the Authority had net income of \$81,868.00 in October. Year-to-date, the Authority's net income through October is \$299,797.00. The Authority has positive net income despite a significant reduction of no-parking sign revenue in 2025.

b) Approval of Accounts Payable

The Authority's accounts payable for the time period of October 8, 2025 – November 11, 2025, in the amount of \$802,751.17, was presented to the Board. Mr. Espinal made a motion to approve payment of the accounts payable. Second by Mr. Burford. The motion passed unanimously.

10) Director of Human Resources Report

Mr. Brown submitted a report to the Board prior to the meeting.

11) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. Ms. Martir said that the maintenance team is posting speed limit signs in the Poplar & Walnut Garage to address complaints. Installed security cameras at the Authority's parking garages are being used to report criminal activity to the Reading Police Department. Five of the parking garages have new security cameras. Front & Washington, 2nd & Washington and 4th & Cherry have not received the new cameras yet. Mr. Batista said that the RPD is happy with the new camera footage.

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 December 17, 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 6:05 p.m.

17) Executive Session

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