

READING PARKING AUTHORITY

**Minutes of Reading Parking Authority
Board Meeting – December 17, 2025**

1) Meeting Called to Order

The Reading Parking Authority’s regular board meeting was called to order on December 17, 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; Kerry Burford, Secretary/Assistant Treasurer and Dr. Rodney S. Ridley, Sr.

Others Present: Rafael Batista, Executive Director; Josue Vega, Finance Director; 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

There was no public comment.

6) Approval of Board Meeting Minutes

Mr. Burford made a motion to approve the November 19, 2025 regular board meeting minutes. Second by Mr. Espinal. The motion passed unanimously.

7) General Solicitor

a) 3rd Amendment to Berks County Parking Agreement

Mr. Espinal made a motion to approve the 3rd Amendment to the Berks County Parking Agreement. The Amendment allows Berks County to reduce the number of parking spaces it leases from the Authority. Berks County is permitted under the terms of the Parking Agreement to reduce its leased spaces on an annual basis. Second by Dr. Ridley. The motion passed unanimously.

b) 2026 Board Meeting Dates

Dr. Ridley made a motion to approve the regular board meeting dates for 2026. The Authority's Board meets on the 3rd Wednesday of every month at 5:00 p.m. Second by Mr. Burford. The motion passed unanimously.

c) Approval of 2026 Budget

Mr. Vega confirmed that the 2026 budget is under review. A draft is almost ready for presentation to the Board.

8) Executive Director Report

Mr. Batista said that the Amnesty Program ended on November 28, 2025. There were 2,761 participants with \$88,438.66 in total discount savings. \$259,132.74 was collected by the Authority.

Mr. Batista said that the Authority is going to participate regularly in the City's ONE STOP meetings to address permit related questions and operational matters. Ms. Badillo will attend the meetings on behalf of the Authority. Thus far, she has attended one of the meetings and will attend the next one scheduled for December 18, 2025.

The EV charging station delivery at the Convention Center Garage is scheduled for the week of December 29, 2025, with an installation date of January 5, 2026. The Authority is going to charge customers for their electric usage using the Flowbird program.

Mr. Batista said that the Authority had a productive meeting with the Reading Police Department on December 16, 2025. The Authority is going to grant access to its security cameras to the RPD. The RPD is going to patrol the parking garages more often.

Mr. Batista said that the Authority was successfully able to negotiate better terms with its IT provider, Omega. The Authority will save roughly \$64,000.00 on an annual basis. Ms. Vasquez made a motion to approve the new contract with Omega. Second by Mr. Burford. The motion passed unanimously.

The Authority is going to receive 25 new body cameras at no charge. The cameras arrive in a few days.

Mr. Batista said that the Authority is actively exploring options for new vendors for ticketing and collections. The current vendor has an obsolete system that does not catch bad addresses. This causes the Authority to spend money on failed mailings. An enhanced LPR will reduce manual data entry. It is anticipated that overall system upgrades will improve accuracy, reduce labor and enhance customer communication. There may also be significant costs savings.

By consensus, the Board approved the Authority's continued negotiations with the potential new vendors.

The Authority is working on a 2025 year-end report. Ms. Nieves is preparing a new magazine for the Authority. It will review the last 2 years at the Authority and show the next 2 years. Dr. Ridley suggested that the Authority also prepare an electronic version of the magazine.

In regard to the Authority's financial outlook, the Authority will focus on maintaining strong financial health through cost control, modernization and efficiency initiatives. Mr. Vega also noted that the Authority will continue in 2026 with the \$1.76 million City payment. However, the Authority will be permitted to apply \$511,000.00 of that payment to its bond debt and will not have to pay the City that part of the payment.

Mr. Batista said that the Authority needs to create a new employee position. The position will be a janitorial management position. Included in the tasks of the position will be the opening of the gate at the Authority's office, which will be locked after second shift. This new position will not cost the Authority anything additional because there is an open maintenance position that will not be filled. Mr. Espinal made a motion to amend the agenda to approve the creation of this new position. Second by Dr. Ridley. The motion passed unanimously. Mr. Burford then made a motion to approve the creation of the new position. Second by Dr. Ridley. The motion passed unanimously.

9) Director of Finance Report

a) Financial Statements – November 2025

Financial statements as of November 30, 2025, were provided to the Board prior to the board meeting. Mr. Vega confirmed that the 2024 audit was finalized. He also said that insurance renewals were finalized. The Authority is going to save about \$80,000.00 in its insurance costs.

The Authority had net income in November of \$321,435.00. Mr. Batista said that the Authority is anticipating that it will end the year with positive net income despite the reduction of its no-parking sign revenue.

b) Approval of Accounts Payable

The Authority's accounts payable for the time period of November 8, 2025 – December 9, 2025, in the amount of \$1,074,989.54, was presented to the Board. Mr. Burford made a motion to approve payment of the accounts payable. Second by Dr. Ridley. The motion passed unanimously.

10) Director of Human Resources Report

The Authority's HR generalist resigned. An interim generalist is helping to ensure proper processing of documents. Mr. Batista thanked Ms. Martir and Ms. Ortiz for their help. He said that the Authority has a good management team.

11) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. She confirmed recent vandalism that occurred and the Authority's meeting with the Reading Police Department. She also noted her work with HR on hiring needs and providing full HR support during Mr. Brown's absence.

12) Board Member Reports

Ms. Vasquez said that the Authority has a good management team and she congratulated them on their ongoing good work.

Mr. Burford said that all citations issued by the Authority should confirm the specific ordinance violation. Ms. Ortiz said that the ordinance is listed on the issued ticket. Mr. Phillips said that the tickets can be modified. Mr. Espinal said that the violation should be more noticeable on the tickets.

13) Old Business

None.

14) New Business

Mr. Burford said that the Authority should consider use of the 213 S. 11th Street property for storage of impounded vehicles. He also noted that the Marine Corps. property near the PA State Police barracks is for sale and could also be considered as an impound location.

15) Next Board Meeting

The Authority's next regular board meeting will be held on January 21, 2026, 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 6:16 p.m.

17) Executive Session

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