

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – August 27, 2025**

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on August 27, 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.

*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

There was no public comment.

6) Approval of Board Meeting Minutes – July 16, 2025

Mr. Burford made a motion to approve the July 16, 2025 regular board meeting minutes. Second by Ms. Vasquez. The motion passed unanimously.

7) General Solicitor

a) Retention of RKL for Audit

Mr. Boyer confirmed that the Board had by consensus approved the retention of RKL to perform an audit of the Authority's 2024 financial statements. Mr. Burford made a motion to approve the retention of RKL for the audit. Second by Ms. Vasquez. The motion passed unanimously.

8) Executive Director Report

Mr. Batista said that the Authority is going to restart the Amnesty Program. It will start on September 2, 2025 and continue through November 30, 2025.

Mr. Batista provided an appeal hearing process report for July 7, 2025 through August 21, 2025. There was a 47% attendance rate for those that filed appeals. Mr. Batista said that the Authority wants to increase attendance to 95%. The Authority has instituted a new procedure. Hearings will be scheduled within 48-72 hours of an appeal. Mr. Batista said that the new process is working well.

Mr. Phillips said that the new security camera installation at the Poplar & Walnut Garage is 99% complete. The Authority is planning to install new cameras at all of its parking garages. The new cameras record in 4K. The cameras are triggered by sound or movement. Footage is stored for 30 days. The cameras have AI capabilities. It is possible to search for specific individuals or vehicles. The cameras have license plate recognition capabilities.

Security cameras are going to be installed in the Reed & Court Garage next. That should be complete in 2 weeks. The installation of security cameras in all of the parking garages should be complete by November. The total project will cost less than \$100,000.00 compared to the prior projected cost for the cameras, which was going to be roughly \$150,000.00 for each garage.

Mr. Batista said that line painting will be complete by the end of September. The Authority is continuing discussions with different organizations, investors and local business owners in regard to new parking agreements. The Authority is trying to increase its revenue through new parking permits. Mr. Batista also confirmed that the Authority's new website has launched.

Mr. Batista said that it is necessary to hire a part-time temp accountant until the 2024 audit is complete. The accounting department is still transitioning to NetSuite, which is taking time to develop and complete. Mr. Espinal made a motion to approve the retention of a part-time temp accountant. Second by Mr. Burford. The motion passed unanimously.

9) Director of Finance Report

a) Financial Statements – July 2025

The Authority's July Financial Statements were presented to the Board prior to the meeting. Mr. Vega said that the Authority has a new insurance broker that is working on a flat fee basis, which will save money. A budget module is being implemented for the preparation of the upcoming 2026 budget. Mr. Vega noted that Mr. Batista is doing a good job making necessary spending cuts to save money for the Authority.

b) Approval of Accounts Payable

Mr. Burford made a motion to approve the accounts payable in the amount of \$714,590.27. Second by Ms. Vasquez. 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 his main project at this time is Paylocity. He is working with the benefits consultant to implement benefits into Paylocity. The responsibility for benefits will move away from the Authority's broker and will move to the HR Department instead.

11) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. Ms. Martir said that there have been some incidents of vandalism and issues involving homelessness in the parking garages. The Authority is exploring options to address and control these concerns.

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 September 17, 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 6:24 p.m. An executive session to discuss pending litigation was announced with no return to public session.