

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – January 21, 2026**

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on January 21, 2026 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

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; and Mahlon J. Boyer, Esquire, General Solicitor.

5) Public Comment

There was no public comment.

6) Reorganization

Mr. Boyer called for nominations for Board chairman. Nelson Espinal was nominated for chairman. There were no other nominations. Upon a vote taken, Mr. Espinal was unanimously confirmed as Board chairman.

Mr. Boyer called for nominations for Board Vice-Chairman. Ms. Vasquez was nominated for vice-chairman. Mr. Burford was also nominated for vice-chairman. Mr. Boyer polled the Board and the following votes were received:

- In favor of Ms. Vasquez: Mr. Espinal, Ms. Vasquez and Mr. Guistwite.
- In favor of Mr. Burford: Mr. Burford and Dr. Ridley.

Ms. Vasquez received the most votes and was confirmed as Board Vice-Chairman.

Mr. Burford made a motion to table the reorganization. Second by Dr. Ridley. Discussion was held in regard to the manner of the reorganization including the suggested need for nominees to state their positions and goals for the Authority. Dr. Ridley suggested the need for the Board to hold a workshop to meet with a facilitator to discuss the Board's vision for the Authority. Upon a vote taken, it was unanimously agreed that the reorganization would be tabled and held at a later time.

7) Approval of Board Meeting Minutes – December 17, 2025

Mr. Guistwite made a motion to approve the December 17, 2025 regular board meeting minutes. Second by Mr. Burford. The motion passed unanimously.

8) Approval of Special Meeting Minutes – December 29, 2025

Mr. Guistwite made a motion to approve the December 29, 2025 special meeting minutes. Second by Mr. Burford. The motion passed unanimously.

9) General Solicitor

a) Amendment to Berkshire Parking Agreement

Mr. Boyer said that the owner of the Berkshire Building requested a reduction in the cost of the parking spaces it is leasing at the Chiarelli Parking Garage because it does not have a sufficient amount of tenants yet. Mr. Batista said that the owner is currently paying for premium reserved parking spaces at a reduced developer rate. Developers receive a 30% discount for reserved parking. After discussion held, the Board agreed that the Authority can offer the Berkshire Building owner a reduction of \$10.00 per space for 6 months. An evaluation can be made at the end of 6 months to see if the reduction is still needed. Mr. Boyer will contact the owner about this offered reduction.

10) Executive Director Report

Mr. Batista said that the new EV charging stations have been installed at the Convention Center Garage but are not operational yet. The stations should be operational in the first week of February.

Mr. Batista said that the City may want to utilize the 213 S. 11<sup>th</sup> Street property. The Authority currently leases the property from the City. Mr. Batista said that the Authority would want to recover the money it invested in the property to construct a parking lot.

Mr. Batista said that Fulton Bank has confirmed that it will not charge a prepayment penalty if the Authority pays extra funds towards the principal balance of the bond debt. The Authority plans to make extra payments based on its agreement with the City that lowered the Authority's annual contribution to the City with the balance of the reduction to be paid towards the bond debt.

Mr. Batista said that the Authority is closing 2025 with net income over \$500,000.00. Mr. Batista thanked the Mayor for agreeing to waive the Authority's last two monthly payments to the City in 2025, which contributed over \$300,000.00 towards the Authority's net income. Mr. Batista thanked the Mayor for his ongoing support of the Authority.

Mr. Batista said that the Authority is considering a new vendor for its collections to reduce costs and to increase the amounts collected. The Authority is going to contact its current collections vendor about this. Mr. Batista will present a new proposal for collections at a future time.

The Authority received \$5,300.00 from AdPark yesterday. There are currently 17 companies utilizing the advertising space in the parking garages. Payments to the Authority are expected to increase moving forward.

The Authority is currently working with the Mayor's office and the emergency crew in regard to the impending snow storm. All of the parking garages will be open to City residents from Saturday at 12:00 pm through Tuesday at 7:00 am. There will be notifications to the public about the opening of the garages.

11) Director of Finance Report

Mr. Vega said that the Authority is having preliminary discussions with RKL in regard to the audit of the Authority's 2025 financial statements. The targeted completion of the audit is between April and June 2026.

a) Financial Statements – December 2025

Mr. Vega said that the Authority had positive net income in December of \$179,320.00. The Authority is in a good financial position.

Ms. Vasquez said that the financial reports should reflect the free parking that the Authority donates to the City. Dr. Ridley said that it should be shown as an in-kind contribution. Mr. Batista said that the Authority does have a report of the donated parking. The RPA donated parking valued at \$23,630.00 in 2025.

b) Approval of Accounts Payable

The Authority's accounts payable for the time period of December 10, 2025 to January 8, 2026, in the amount of \$669,423.08, were presented to the Board. Mr. Burford made a motion to approve payment of the accounts payable. Second by Mr. Guistwite. The motion passed unanimously.

12) Director of Human Resources Report

Mr. Brown submitted a report to the Board prior to the meeting. He said that open enrollment is being accomplished online. The Authority is working with employees on the new system.

13) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. She said that the Authority is working on customer service in regard to phone calls. She is working with Mr. Brown on the Authority's hiring process. The Authority is also developing a snow plan with its maintenance team. The Authority is working with IT and the Reading Police Department to provide extra monitoring for vandalism in the parking garages.

14) Board Member Reports

Ms. Vasquez said that she was at a convention in Atlantic City and noticed the challenge with signage for parking. She said that signage for parking is important and something that the Authority should review.

Mr. Burford asked if the Authority utilizes the digital sign on Penn Street. It was confirmed that the City owns the sign. Communications on the sign are operated from the Mayor's office.

15) Old Business

None.

16) New Business

None.

17) Next Board Meeting

The Authority's next regular board meeting will be held on February 18, 2026, at 5:00 p.m. at the Reading Parking Authority, 430 S. 4<sup>th</sup> Street, Reading, PA 19602.

18) Adjourn

There being no further business of the Board, the meeting was adjourned at 6:52 p.m.

19) Executive Session

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