

**READING PARKING AUTHORITY**

**Minutes of Reading Parking Authority  
Board Meeting – February 25, 2026**

1) Meeting Called to Order

The Reading Parking Authority’s regular board meeting was called to order on February 25, 2026 at 5:09 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; and Kerry Burford, Secretary/Assistant Treasurer.

*Others Present:* Rafael Batista, Executive Director; Josue Vega, Finance Director; John Brown, Director of Human Resources; Jesse Metheny, Finance Operations Manager; Janice Nieves, Communications Specialist; Vanessa Ortiz, Head of Supervisors; Andrew W. Muir, Esquire, Labor Solicitor and Mahlon J. Boyer, Esquire, General Solicitor.

5) Public Comment

There was no public comment.

*An executive session was announced at 5:11 p.m. to conduct an information, strategy and negotiation session related to the negotiation of a collective bargaining agreement. The executive session ended at 5:39 p.m.*

*Mr. Burford made a motion to add the approval of the Collective Bargaining Agreement between the Authority and the Supervisors, Local 3799 C to the Agenda. Second by Mr. Espinal. The motion passed unanimously.*

*Mr. Espinal made a motion to approve the Collective Bargaining Agreement between the Authority and the Supervisors, Local 3799 C. Second by Mr. Burford. The motion passed unanimously.*

6) Approval of Board Meeting Minutes

Mr. Burford made a motion to approve the January 21, 2026 regular board meeting minutes. Second by Ms. Vasquez. The motion passed unanimously.

7) General Solicitor

a) Amendment to Berkshire Parking Agreement

Mr. Boyer said that the owner of the Berkshire Building agreed to an amendment of its Parking Agreement to reduce the cost per parking space by \$10.00 for 6 months. An evaluation will be made at the end of 6 months to see if the reduction is still needed. Mr. Burford made a motion to approve the amendment to the parking agreement. Second by Ms. Vasquez. The motion passed unanimously.

b) Sale of 29 S. 5<sup>th</sup> Street Property

Mr. Boyer presented an Agreement of Sale. The Agreement proposes the Authority's sale of its 29 S. 5<sup>th</sup> Street property for \$1,000,000.00. The sale price is based on an appraisal the Authority obtained. The appraised value was determined to be \$1,000,000.00. Mr. Espinal made a motion to approve the Agreement of Sale. Second by Mr. Burford. The motion passed unanimously.

c) Retention of RKL for Audits

Mr. Boyer presented a proposal from RKL. The proposal is for RKL's audit of the Authority's financial statements and it covers RKL's work for 2025, 2026 and 2027. Mr. Vega said that the proposal includes RKL's fee for services in fixed amounts so the Authority knows what to expect in regard to the costs of each audit. RKL is going to provide a team of 4-5 people for each audit. RKL is going to provide quarterly reviews throughout the year. Mr. Burford made a motion to approve the proposal. Second by Mr. Espinal. The motion passed unanimously.

8) Executive Director Report

Mr. Batista said that he was proud of the Authority's team during the snow emergency. He said that they did a great job. The Authority offered 10 days of free parking to City residents. There were 2,992 vehicles that used the parking garages, which was an in-kind parking value of \$47,972.00 that the Authority provided. The Authority also helped the Public Works Department with street closures and the distribution of no parking signs. The Authority received good feedback for its work. The Reading Police Department, the Authority and the Public Works Department successfully worked together during this time. Mr. Batista also thanked the Authority's Board for its support and its approvals.

Mr. Batista said that he spoke to the EV company yesterday in regard to the installation of the charging stations at the DoubleTree Garage. The charging stations have been installed and are in the final stage of development. The Authority is waiting for the final programming and

activation to occur. There will be a charge to users of \$5.00 per hour plus a \$1.35 connection fee. The Authority anticipates saving roughly \$5,000.00 per month for its electricity bill at the DoubleTree Garage with the use of these new stations.

Mr. Batista said that there are 2 non-functioning elevators at the DoubleTree Garage. The Board had approved a work order from TKE to replace the elevators' traveling cables in February 2025. However, TKE has not done the work. Ardent Elevator Company can repair and update the elevators at the DoubleTree Garage. It has submitted a proposal to repair and modernize all three elevators at the DoubleTree Garage in the amount of \$248,375.00. The estimated time for completion of the work is 3-4 weeks, which includes the time needed to order the required parts for the elevators. Mr. Batista said that the DoubleTree Hotel is the Authority's largest customer. Mr. Burford made a motion to approve the retention of Ardent pursuant to the terms of its proposal to repair and modernize the elevators at the DoubleTree Garage. Second by Mr. Espinal. The motion passed unanimously.

Mr. Batista said that the Authority has been discussing with Reading Elevator the completion of repairs of the elevators at the Poplar & Walnut and Chiarelli Parking Garages. The Authority's prior administration had decided to perform the work-by-others repairs on the elevators but this caused City code issues. Mr. Batista therefore asked Reading Elevator to quote the total cost for the work-by-others repairs for the elevators at the Poplar & Walnut and Chiarelli Parking Garages. Reading Elevator's quoted costs for the work-by-others for both garages is roughly \$1,200,000.00. Mr. Batista said that the Authority is going to seek quotes from third-party contractors for the work-by-others repairs in light of Reading Elevator's estimates for the work. The Authority is currently waiting for Reading Elevator to provide updated documents that confirm the work-by-others repairs. By consensus, the Board noted its support for the plan to seek the work-by-others repairs from third-party contractors instead of Reading Elevator.

Mr. Batista said that the Authority has continued to explore a termination of its contract with T2/Upsafety. The Authority anticipates a yearly savings of \$40,000.00 if T2/Upsafety is replaced. The Authority also believes that productivity will be increased. The Authority has been in discussions with BTS to replace T2/Upsafety. BTS has provided a proposed agreement for its services, which has a term of 3 years. Mr. Espinal made a motion to terminate T2/Upsafety's services and to retain BTS in place of T2/Upsafety. Second by Mr. Burford. The motion passed unanimously.

Mr. Batista said that the Authority is exploring the possible sale of some of its properties. The Authority would want to sell these properties as a package with the purchaser buying all of them rather than choosing only a few of them. The Authority is continuing to incur maintenance costs for these properties even though zoning has been denied for some and others are not viable for development due to the costs involved. By consensus, the Board agreed that the Authority can explore a sale of these properties.

Mr. Batista said that the City wants to end its lease with the Authority for the City's property at 213 S. 11<sup>th</sup> Street. The City wants to use the property. The City has said that it will consider a reimbursement to the Authority for the costs incurred by the Authority to develop the

property as a parking lot. Mr. Boyer said that he submitted the Authority's development costs to the City for reimbursement. He is waiting to hear back from the City.

Mr. Batista said that the Authority has begun to install security cameras at the Front & Washington Garage. The Authority plans to have a nighttime dispatcher on duty to monitor the security camera footage in the parking garages.

9) Director of Finance Report

a) Financial Statements – January 2026

Mr. Vega said that the Authority's total gross revenue in January 2026 was \$991,461.00. The Authority's total operating expenses were \$894,118.00. After accounting for other income and expenses, such as interest, the Authority's total net income in January 2026 was \$52,246.00.

Mr. Metheny said that the Authority's in-kind donations are accounted for but should be separate from the Authority's income statement. Otherwise, the donations will be reported as an expense and will reduce the Authority's net income. It was confirmed that the Authority will track in-kind donations but will not carry them on the income statement.

b) Approval of Accounts Payable

The Authority's accounts payable for the time period of January 9, 2026 to February 10, 2026, in the amount of \$490,649.47, were presented to the Board. Mr. Burford made a motion to approve payment of the accounts payable. Second by Mr. Espinal. The motion passed unanimously.

10) Director of Human Resources Report

Mr. Brown submitted a report to the Board prior to the meeting. The Board posed no questions in regard to the report.

11) Operations & Departmental Report

Ms. Martir submitted a report to the Board prior to the meeting. The Board posed no questions in regard to the report.

12) Board Member Reports

Mr. Burford said the Authority should have a rapid response team that takes immediate action when necessary. The Board does not have to be contacted for decision in these circumstances. Ms. Vasquez agreed and said that the Authority should keep the Board informed about these decisions when they are made. This will allow board members to answer questions from residents.

13) Old Business

None.

14) New Business

None.

15) Next Board Meeting

The Authority's next regular board meeting will be held on March 18, 2026, 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 7:07 p.m.

17) Executive Session

There was no executive session.