

## READING PARKING AUTHORITY

### **Minutes of Reading Parking Authority Board Meeting – March 18, 2026**

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on March 18, 2026 at 5:10 p.m. by Patricia Vasquez, Vice-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:* Patricia Vasquez, Vice-Chairman; Kerry Burford, Secretary/Assistant Treasurer and Devon Guistwite.

*Others Present:* Rafael Batista, Executive Director; Josue Vega, Finance Director; Nellie Martir, Operations Manager; John Brown, Director of Human Resources; 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) Approval of Board Meeting Minutes

Mr. Burford made a motion to approve the February 25, 2026 regular board meeting minutes. Second by Ms. Vasquez. The motion passed unanimously.

7) General Solicitor

There was no report.

8) Executive Director Report

Mr. Batista thanked Mr. Espinal for providing a solution to the issues with the elevators at the DoubleTree Garage. Mr. Espinal suggested the use of a passenger van and golf cart to transport people. Mr. Batista said that Authority staff will provide shuttle service at the Garage during Jazz

Fest. Mr. Batista confirmed that the Authority is working to resolve the elevator issues as quickly as possible.

Mr. Batista said that the new EV charging stations at the DoubleTree Garage are in the final stage of implementation. They should be operational next week.

The Authority has contacted possible vendors to assist with the remaining plumbing, HVAC and electrical work needed for the final repairs on the elevators at the Poplar & Walnut Garage and the Chiarelli Garage. Mr. Batista said that the Poplar & Walnut Garage has four elevators but two of them are out of service. The Authority is waiting for the vendor proposals to present to the Board for approval.

Mr. Batista said that the Authority is moving forward with the emergency repairs of the elevators at the DoubleTree Garage. There is only one elevator out of three that is operating at the Garage. The prior elevator company had not used proper traveling cables. The cables were too short. The new company that is going to perform the required repairs has to order new traveling cables before the repairs can be made. The Authority has authorized a rush charge for the traveling cables in an effort to get them as quickly as possible.

Mr. Batista said that the Authority is conducting interviews for a third shift parking lot attendant. This person will work from 10:30 p.m. to 7:00 a.m. There will be 2 teams of Authority staff driving Authority vehicles through the parking lots and garages at this time. The staff members will contact the Authority's dispatch if there is an issue they observe. The Authority is looking for individuals with security backgrounds. There will be a checklist that has to be used at each garage. A daily log will be prepared by the Authority staff conducting the patrols. The staff members will use body cameras and walkies. The Authority is also installing new security cameras beyond the first three floors of each garage.

Mr. Batista said that the Authority is conducting a parking permit campaign to increase monthly parking permit enrollment. Ms. Nieves is working with LMG on this campaign.

9) Director of Finance Report

a) Financial Statements – February 2026

Mr. Vega said that the audit of the Authority's 2025 financial statements has already begun.

Mr. Vega said that the Authority's total gross revenue in February 2026 was \$1,046,668.00. The Authority's total operating expenses were \$907,253.00. After accounting for other income and expenses, such as interest, the Authority's total net income in February 2026 was \$94,093.00.

b) Approval of Accounts Payable

The Authority's accounts payable for the time period of February 10, 2026 to March 4, 2026, in the amount of \$718,633.00, were presented to the Board. Mr. Guistwite 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. Mr. Brown said that Legal Shield is being discussed with the Authority's employees to see if they are interested. Legal Shield would provide legal services to employees that opted for the service. The total cost per employee would be \$14.00 per month.

11) Operations & Departmental Reports

Ms. Martir submitted a report to the Board prior to the meeting. Ms. Martir said that the Authority was provided the schedule for Jazz Fest and it is working on the required parking for the event. Also, the Authority is focusing on front desk customer service. The Authority's Head of Supervisors is present at the front desk and engaging with employees. She is also working with the public.

12) Board Member Reports

Mr. Burford said that the Authority should talk to the Department of Public Works about abandoned bus stops in the City. Each abandoned bus stop takes up 2 parking spaces. The curbs at abandoned stops should be repainted to allow vehicle parking.

13) Old Business

None.

14) New Business

None.

15) Next Board Meeting

The Authority's next regular board meeting will be held on April 15, 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 6:49 p.m.

17) Executive Session

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

