READING PARKING AUTHORITY

Minutes of Reading Parking Authority
Board Meeting – June 10, 2026

1) Meeting Called to Order

The Reading Parking Authority's regular board meeting was called to order on June 10, 2026 at 5:10 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.

The following Board Members were present:

Nelson Espinal, Chairman
Patricia Vasquez, Vice-Chairman
Kerry Burford, Secretary/Assistant Treasurer
Dr. Rodney S. Ridley, Sr.
Cheryl Aston

The following members of the Authority were present:

Rafael Batista, Executive Director
Josue Vega, Finance Director
John Brown, Director of Human Resources
Jesse Metheny, Finance Operations Manager
Janice Nieves, Communications Specialist
Mahlon J. Boyer, Esquire, General Solicitor

2) Public Comment

There was no public comment.

3) Approval of Board Meeting Minutes

Ms. Vasquez asked for a revision to the May 20, 2026 board meeting minutes in regard to public comments made by Mr. Alan Shuman at that meeting. Mr. Espinal made a motion to approve the May 20, 2026 minutes with the revisions requested by Ms. Vasquez. Second by Ms. Vasquez. Mr. Espinal, Ms. Vasquez, Dr. Ridley and Ms. Aston voted to approve the motion. Mr. Burford voted against it. The motion passed.

4) General Solicitor

a) Sale of Spring Garden Properties

Mr. Burford made a motion to sell the Authority's properties at 420-438 Spring Garden Street and 818 Culvert Street for the total amount of $35,000. Second by Mr. Espinal. The motion passed unanimously.

b) Sale of 442 Rosenthal Street

Mr. Espinal made a motion to sell the Authority's property at 442 Rosenthal Street for the total amount of $5,000.00. Second by Mr. Burford. The motion passed unanimously.

c) Jehovah's Witnesses Parking Agreement

Mr. Burford made a motion to approve the Limited Parking Facilities Agreement with the Christian Congregation of Jehovah's Witnesses ("JW"). The agreement will apply to JW conventions held at the Santander Arena from 2027 through 2031. Second by Ms. Vasquez. The motion passed unanimously.

d) City Zoning Amendments

Mr. Boyer said that he appeared before City Council during its discussion of new zoning ordinances. The ordinances have been under development for roughly three years. The new ordinances maintain the Authority's exclusivity for public parking in the Commercial Core.

e) RTK Requests

Mr. Boyer presented a summary of the RTK requests submitted to the Authority in 2026. The Authority has received forty-three RTK requests since January 1. Thirty-seven of those requests were from the same person. Mr. Boyer confirmed that he met with Mr. Batista and Ms. Martir to discuss a new SOP for future RTK requests to reduce the costs involved.

5) Executive Director Report

Mr. Batista said that the Berks County Latino Chamber of Commerce called him about a planned activity on June 11, 2026 that is scheduled from 12:00 pm – 9:00 pm. The Chamber asked to use the Authority's courtyard and the State Lot at no cost. The event is free to attendees. The Chamber's request provides an opportunity to the Authority to help the community. Mr. Espinal made a motion to add the Chamber's request to the agenda. Second by Mr. Burford. Mr. Espinal made a motion to approve the Chamber's use of the Authority's courtyard and the State Lot at no cost on June 11, 2026 from 12:00 pm – 9:00 pm. Second by Ms. Aston. Dr. Ridley said that the Authority should send the Chamber a note to confirm the in-kind value of the Authority's donation. Ms. Vasquez said that the note should include a statement to the Chamber that future requests must provide at least 30 days notice before the event is scheduled to take place. Upon a vote taken, the motion was unanimously approved.

Mr. Batista said that the Authority is continuing to transition from T2 Systems to Park Loyalty. The current system will be taken offline on July 9. The new system should be fully operational by July 13. Permit holders and fleet managers will be notified of this transition and the system's downtime.

Mr. Batista said that the Authority is meeting with Walker Consultants on June 12 for a site visit. Among other things, Walker will evaluate the condition of the Authority's parking facilities and it will review preventive maintenance needs and long-term capital planning. Mr. Batista said that Walker has performed prior work for the Authority including the construction of the 2nd & Washington parking garage. Mr. Batista said that board members are welcome to attend the site visit. Ms. Vasquez asked if there is a cost to Walker's site inspection. Mr. Batista said there is no cost for the site visit. Walker will provide a proposal after the site visit.

Mr. Batista confirmed that the new security services are going well including the new security guards that are working 3rd Shift. Mr. Batista said that this is a good investment. It enhances safety, visibility and customer confidence.

Mr. Batista said that the Authority has reached a new parking agreement with the Lighthouse Church. A new agreement was necessary because the Authority sold the 5th & Cherry parking lot.

Mr. Batista reported on the Amnesty Program. It started on May 1, 2026 and will continue to June 30, 2026. Thus far, 354 people have used the Program. Roughly $96,000.00 has been collected.

Mr. Batista said that the Berks County Department of Emergency Services ("DES") is transitioning to a new radio communications system. Motorola will no longer support the existing radios. The Authority uses the same frequency as the Reading Police Department. The Authority has to use the Motorola radios to use this frequency. The Authority wants to continue use of the frequency for emergencies. The new radios are $4,432.23 each. The Authority has 32 radios. The total replacement cost would be $141,832.31. The Authority could continue to use the current radios but they cannot be repaired or replaced. The Authority may be able to finance the purchase of the new radios. The Authority will not be able to join the program presently under discussion by the City once a final agreement is reached. After discussion held, it was decided that the Authority will continue to use its current radios but will continue discussions for possible replacement of the radios.

Mr. Batista said that it has a mobile LPR system mounted on 2 vehicles. However, the current system needs to be replaced. It is aging and malfunctioning. Included in its features, the LPR system checks for registrations, inspections and scofflaws. Mr. Espinal made a motion to replace the 2 vehicle LPR systems at a cost not to exceed $35,000.00. Second by Mr. Burford. The motion passed unanimously.

a) Film Production Parking Requests

Mr. Batista said that a company is filming a movie in the City. The film company has requested no-parking signs for the 500 block of Douglass Street as well as the use of the 7th & Washington parking lot on July 2. The company will pay for the no-parking signs and the use of the parking lot.

b) Back-to-School Community Event Request

Mr. Batista said that the Authority received a request from the Mayor's office and Representative Guzman's office to support the annual Back-to-School Giveaway event. It will be held on August 19. Use of the Authority's courtyard and the State Lot have been requested. The Authority has supported this event for years, including refreshments for attendees. Mr. Espinal made a motion to approve the use of the courtyard and State Lot for the event and to allow the Authority to provide refreshments at a cost not to exceed $500. Second by Ms. Vasquez. The motion passed unanimously.

6) Director of Finance Report

a) Financial Statements – May 2026

Mr. Vega said that the audit of the Authority's 2025 financial statements is about 85% complete and is ahead of schedule. After the audit is complete, the Authority will start quarterly audits to ensure accounting controls. The Authority also plans to start its 2027 budget process once the audit is complete.

Mr. Vega said that the Authority's gross revenue in May was $1,157,267.00. Its total operating expenses were $943,549.00. Its operating income was $213,718.00. The Authority had a total net income in May of $167,343.00 after accounting for interest and other expenses. Year-to-date, the Authority's net income is $1,024,385.00.

b) Approval of Accounts Payable

The Authority's accounts payable for the time period of May 13, 2026 to June 3, 2026, in the total amount of $665,427.04, was presented to the Board. Mr. Espinal made a motion to approve payment of the accounts payable. Second by Ms. Vasquez. The motion passed unanimously.

7) Operations and Departmental Reports

It was reported that the Authority's HR Department is continuing to modernize and is moving towards a digital platform instead of paper. Paylocity can be used for the electronic submission of job applications, training, performance, on-boarding and other HR needs.

8) Board Member Reports

Ms. Vasquez asked about the status of the elevators at the Poplar & Walnut Garage. Mr. Batista said that the work-by-others portion of the project has been a sticking point. The Authority has explored options for this work but has determined that Reading Elevator should move forward with this portion of the project.

9) Next Board Meeting

The Authority's next regular board meeting will be held on July 15, 2026, at 5:00 p.m. at the Reading Parking Authority, 430 S. 4th Street, Reading, PA 19602.

10) Adjourn

There being no further business of the Board, the meeting was adjourned at 6:49 p.m.

11) Executive Session

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