

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
BOARD MEETING PACKET
MARCH 25, 2024

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Schuylkill River Passenger Rail Authority

Meeting Agenda

March 25, 2024, 3pm

1. Call to Order
2. Adoption of February 25 Minutes
3. Board Member Comments
4. Public Comment on Agenda Items
5. Committee Reports
 - a. Finance – Mayor Peter Urscheler, Chair
 - i. Committee Update
 - ii. Motion to Pay Bills – *Action*
 - b. Personnel – Marian Moskowitz, Chair
 - i. Committee Update
6. Community Outreach Discussion
7. Executive Director's Report
 - a. CIDP Activities
 - b. Other Activities
8. Other Business
9. General Public Comment
10. Adjourn

The next regularly scheduled meeting of the Schuylkill River Passenger Rail Authority will be conducted as a hybrid meeting at 3:00 PM on Monday, April 15, 2024. The meeting will be held in-person at Phoenixville Borough Hall. Virtual participation via the public registration link provided on the website will also be available for that meeting. www.GoSRPRA.com All SRPRA Board meetings are open to the public.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
BOARD MEETING PACKET
MARCH 25, 2024

DRAFT MINUTES FROM FEBRUARY 26, 2024 MEETING

Schuylkill River Passenger Rail Authority Meeting

DRAFT Minutes

February 26, 2024

3:00 p.m.

The following members were in attendance:

Authority Members in Attendance:

Christian Leinbach, Berks County Board of Commissioners, Chair

Marian Moskowitz, Chester County Commissioner, Vice Chair

Tom DiBello, Montgomery County Commissioner

Scott France, Executive Director, Montgomery County Planning Commission, Secretary

Peter Urscheler, Phoenixville Borough Mayor, Assistant Treasurer

Brian O’Leary, Executive Director, Chester County Planning Commission

Stephanie Henrick, Mayor of Pottstown

David Hunter, Executive Director, Berks County Planning Commission

Authority Members Absent:

Eddie Moran, Mayor of Reading

1. Call to Order

Christian Leinbach, Chair of the SRPRA, called the meeting to order at 3:00 p.m. Dan Becker of Kozloff Stoudt Attorneys, legal counsel for the Authority, read the guidelines for making public comments.

2. Adoption of January 22, 2024 Minutes

Christian Leinbach called for any corrections to the minutes. There were no corrections to the minutes.

As there were no corrections to the minutes, Christian Leinbach announced that the minutes were approved unanimously.

3. Board Member Comments

Christian Leinbach welcomed newly appointed SRPRA Board Member Tom DiBello, Montgomery County Commissioner, to his first meeting.

4. Public Comment on Agenda Items

There were no public comments on agenda items.

5. Election of Officers – Action

Mr. Tom Frawley, Executive Director of the SRPRA reminded the SRPRA Board that the terms are two years for Chair, and one year for Vice Chair, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary. The current Chair’s term expires at the end of 2024. He said the positions that will be voted upon will be Vice Chair, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary.

A motion was made by Brian O’Leary to nominate Marian Moskowitz for Vice Chair, and was seconded by Peter Urscheler. The motion was approved unanimously. In the absence of additional nominations, the nominations were closed. Peter Urscheler moved to elect Marian Moskowitz as Vice Chair, David Hunter seconded, and the motion passed unanimously.

A motion was made by Marian Moskowitz to nominate Peter Urscheler for Treasurer, and was seconded by Stephanie Henrick. In the absence of additional nominations, the nominations were closed, Marian Moskowitz moved to elect Peter Urscheler as Treasurer, David Hunter seconded, and the motion was approved unanimously.

A motion was made by David Hunter to nominate Scott France for Secretary, and was seconded by Peter Urscheler. In the absence of additional nominations, the nominations were closed. Peter Urscheler moved to elect Scott France as Secretary, Marian Moskowitz seconded, and the motion was approved unanimously.

A motion was made by Scott France to nominate Montgomery County Commissioner Tom DiBello for Assistant Treasurer, and was seconded by Marian Moskowitz. In the absence of additional nominations, nominations were closed. Peter Urscheler moved to elect Tom DiBello as Assistant Treasurer, Brian O'Leary seconded, and the motion was approved unanimously.

A motion was made by Marian Moskowitz to nominate Brian O'Leary for Assistant Secretary, and was seconded by Peter Urscheler. In the absence of additional nominations, the nominations were closed. David Hunter moved to elect Brian O'Leary as Assistant Secretary, Peter Urscheler seconded, and the motion was approved unanimously.

6. Change in Committee Structure – Action

Tom Frawley provided an update on the change in the SRPRA's committee structure. As of March 2024, the Finance Committee meetings will be held as public meetings and advertised. The Personnel Committee will be unchanged. Going forward, Community Engagement will be discussed monthly at the SRPRA meeting. Planning, Marketing and PR issues will be discussed in informal staff settings. The Bylaws Committees was a temporary committee and will be "sunsetted" as of March 2024. Executive issues will be discussed in a more informal information session.

A motion was made by Tom DiBello to approve changes to the SRPRA's committee structure, and was seconded by Peter Urscheler. The motion was approved unanimously.

7. Committee Membership and Chairs – Action

Tom Frawley explained that now that the election has been held and the new committee structure adopted, members will need to be named to the Finance Committee and the Committee will need to elect its Chair. There should be a representative from each of the three counties on the committee. Peter Urscheler (Chester County) is now Treasurer Tom DiBello (Montgomery County) is Assistant Treasurer. After a brief discussion, board members agreed to put forward Brian O'Leary (Chester County) and David Hunter (Berks County) to serve on the SRPRA Finance Committee. Christian requested that the Board take a vote on the two nominations.

A motion was made by Marian Moskowitz and seconded by Stephanie Henrick to approve the nomination of Brian O'Leary to serve on the SRPRA Finance Committee. The motion was approved unanimously.

A motion was made by Marian Moskowitz and seconded by Stephanie Henrick to approve the nomination of David Hunter to serve on the SRPRA Finance Committee. The motion was approved unanimously.

8. Report on Progress Regarding FRA CIDP

Report on progress regarding FRA CIDP was discussed in agenda item #10 below.

Committee Reports**a. Finance – Mayor Peter Urscheler, Acting Chair****i. Committee Update**

Peter Urscheler reported that the committee met on February 19th, and addressed updating the banking signatories.

ii. Motion to Pay Bills – Action

Peter Urscheler indicated there were four bills paid and three bills due and presented for payment, subject to the Board’s approval. Peter noted that included in bills due is the last payment to Smart Growth America, as their contract was terminated on February 5, 2024.

Peter Urscheler motioned, Brian O’Leary seconded, all voted unanimously, and the motion was carried to approve the payments of seven bills presented in the SRPRA’s February 26, 2024 Board meeting packet.

b. Marketing & Public Relations– Brian O’Leary, Chair**i. Committee Update**

Brian O’Leary reported that the Marketing and Public Relations team was working with the SRPRA’s consultant on a new design for the website, and that it should be completed in the next couple of weeks.

c. Planning – Scott France, Chair**i. Committee Update**

Scott France reported that the committee met with PennDOT on February 6th, with Norfolk Southern on February 7th, and with SEPTA on February 14th. He added that the SRPRA’s new consultant, AECOM will begin work on planning on March 1st. Tom Frawley and county board members will do an SRPRA presentation for DVRPC’s Board in March.

Scott reminded the Board that the MPACT (formerly Railvolution) National Conference will be coming to Philadelphia this October. They are a nationwide organization concerned with public transit and development issues, and as there were calls for presentation, he thought it be a good opportunity for the Board to present its ideas for a session. He noted that applications were due to MPACT by the end of March.

d. Personnel – Comm. Moskowitz, Chair**i. Committee Update**

Commissioner Moskowitz, Chair, said that the Committee had no news to report.

e. Community Engagement – Mayor Urscheler, Acting Chair**i. Committee Update**

Peter Urscheler said that going forward, items related to Community Engagement will be discussed in monthly SRPRA meetings.

f. By-Laws – Scott France, Chair**i. Revision of Bylaws and Articles of Incorporation– Action**

Scott France reported that he is working on getting the correct signed Resolution document from the Montgomery County Commissioners meeting to be included in the attachments to the Articles of Amendment to be filed with the State.

9. Executive Director's Report

Tom Frawley, Executive Director, reported that the funds from the FRA Corridor Program grant should be obligated any day. He is enrolled as an authorized party in the portals and the three planning directors will also be authorized users. The Period of Performance start date is March 1, 2024, and the Authority anticipates charging reimbursable time and expenses on March 4, 2024. The SRPRA's consultant, AECOM, would also begin charging, subject execution of the SRPRA-AECOM contract. Tom noted that in addition to the stakeholder meetings reported by Scott France, the Authority has a meeting with CSX on March 5, and a meeting with Amtrak is anticipated but has not yet been scheduled.

10. Other Business

There was no other business.

11. General Public Comment

Chuck Ortwein from Boyertown asked where he could find information relating to the SRPRA and a "needs analysis", as he said it wasn't on the website. Tom Frawley responded that potential ridership volume, costs, and other related information will be established as part of preparation of the Service Development Plan (SDP) during Step Two of the FRA Corridor Program, which is planned to begin in the spring, and will take about a year. This Step is 90% federally funded and will establish data to provide information to support informed decisions on how best to proceed. Christian Leinbach noted that Pennsylvania law provides for a 50-year life for municipal authorities, but that SRPRA was organized with an initial 3-year life, followed by an additional 47 years if re-affirmed by all three incorporating counties; those three county votes will take place before June 2025, by which time the SDP should be complete or nearly so, and the viability of the proposer passenger rail service should be better known.

12. Adjourn

Christian Leinbach called to adjourn the meeting.

David Hunter motioned, Scott France seconded, and all voted unanimously, to adjourn the February 2024 meeting of the SRPRA Board.

Next Board Meeting

March 25, 2024 at 3:00 p.m. via Zoom

Respectfully submitted,



Ann Marie Meehan

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY

BOARD MEETING PACKET

MARCH 25, 2024

FINANCE COMMITTEE REPORT

MARCH 20, 2024



**SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE REPORT AND AGENDA
MARCH 20, 2024 / 4:00 PM
PREPARED MARCH 9 AND UPDATED MARCH 15, 2024**

This report summarizes financial actions since the February 26, 2023 Board Meeting and will serve as the agenda for the March 20, 2024 meeting of the Finance Committee. Actions taken by the Committee on March 20 will be reported to the SRPRA Board at its March 25, 2024 meeting.

The Finance Committee regularly meets on the third Wednesday of every month at 4:00 PM. Meetings of the Finance Committee are open to the public and registration information is provided on the Authority website at www.GoSRPRA.com.

Banking – Forms were provided to members of the Finance Committee, Thomas Dibello, Brian O’Leary and David Hunter, to obtain their signatures to be added to the list of authorized bank account signers. The signed forms have been received and will be provided to Victory Bank within a matter of days. The same form is being used to remove recently retired board members Ken Lawrence and Jim Gerlach from the authorized signers list.

Grants – A new dedicated bank account is planned to be opened prior to receipt by SRPRA of \$250k in state LSA grant funds soon-to-be-received by Montgomery County for the project. These funds are planned to be used to provide the 10% match required for CIDP Step 2, which is scheduled to begin in May or June. Separately, a dedicated account will not be needed for the FRA CIDP Step 1 grant, which will operate on a reimbursement basis. Brian O’Leary spoke with grant specialists at Chester County and Tom Frawley spoke with Chris Herr at Maillie, LLP, which is the Authority’s auditor, and obtained consistent guidance that is the basis for the planned action regarding grant related accounts. Note that said guidance also addressed the need for adoption of formal procedures related to handing of grant funds and reinforced the importance of detailed and accurate financial recordkeeping.

Regarding access to the GrantSolutions.gov portal, forms have been completed and submitted to enable Brian O’Leary, David Hunter and Scott France to utilize the system. This is in addition to Tom Frawley. Separately, Peter Urscheler has been named as the financial point of contact for the Delphi financial management system. Transactions through both of these portals/systems are anticipated to overwhelmingly consist of submittal of invoices to FRA and processing of payments from FRA.

Payment of Bills – Since the February 26, 2024 Board Meeting, three routine monthly bills have been received and paid; these charges remain to be ratified by the Board. In the same general timeframe, one routine monthly bill has been received and one is anticipated; both of these bills are due and will become payable subject to Board approval.

BILLS RECEIVED AND PAID

AMOUNT	PAYEE	DESCRIPTION	PAYMENT DATE
\$33.00	AnsweringService.com	Monthly Fee	03/01/2024
\$57.24	Google	Google Suite Monthly Fee	03/04/2024
\$21.19	Adobe	Acrobat Pro Monthly Fee	03/05/2024
\$111.43	TOTAL		

BILLS DUE AND PAYABLE

AMOUNT	PAYEE	DESCRIPTION	BILL DATE
\$10,302.50	Thomas E. Frawley Consulting	ED Compensation, February 2024	03/09/2024
\$2,400.00	Virtual Farm Creative, Inc	March Fee	03/23/2024*
\$12,702.50	TOTAL		

* Anticipated

Upon payment of these outstanding bills, the remaining balance in the Authority’s accounts, inclusive of interest earned, will be \$343,527.75. Note that this amount does not reflect Montgomery County’s 2024 contribution of \$75,000 receipt of which is anticipated in early March.

Anticipated Expenditures

- Monthly charges from Google, Adobe and AnsweringService.com, which total \$111.43, are anticipated to continue unchanged through calendar year 2024.
- Monthly expenditure for the Executive Director’s compensation is anticipated to remain relatively consistent at the current level for the next several months. However, a significant portion of the Executive Director’s time became reimbursable under the FRA CIDP Step 1 grant effective on March 1, 2024.
- Monthly expenditures for media and marketing services from Virtual Farm Creative are fixed for calendar year 2024 at \$2,400 per month. Although this is less than the \$2,500 per month expended last year, the current monthly expenditure of \$2,400 exceeds the amount of \$1,717 per month budgeted through the end of calendar year 2024.
- Depending upon actions taken by the Personnel Committee and the Board regarding engagement of administrative support for the Executive Director, the cost of those services would increase monthly costs by some yet to be determined amount.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY

BOARD MEETING PACKET

MARCH 25, 2024

BILLS RECEIVED SINCE FEBRUARY 26, 2024 MEETING

FROM: THOMAS E FRAWLEY CONSULTING, LLC
551 Daventry Road
Berwyn, PA 19312-1740
Attention: Thomas E. Frawley

Thomas E. Frawley Contact Information:
 Tom@FrawleyConsulting.com
 610-724-5028 (Mobile)

TO: SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
Berks County Courthouse and Government Services Center
633 Court Street
Reading, PA 19601
Attention: Finance Committee

Contract Date: 20SEP2022	Sequential Payment Request Number: 18
Start Date: 26SEP2022	Invoice Number: 2024-02
	Invoice Date: 09MAR2024

Invoice for services performed as Executive Director of the Schuylkill River Passenger Rail Authority for the period: Thursday, February 1, 2024 through Thursday, February 29, 2024.

LABOR, INCLUDING OVERHEAD AND FEE				
ELEMENT DESCRIPTION		TASK HOURS	CONTRACT RATE	TOTAL LABOR CHARGES
February 2024		79.25	\$130.00	\$10,302.50
				\$10,302.50

EXPENSES, AT COST			
DESCRIPTON OF EXPENSES		NOTES	EXPENSES INVOICED
			\$0.00

TOTAL CHARGES THIS INVOICE - LABOR AND EXPENSES	\$10,302.50
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INVOICE LABOR, EXPENSES, AND HOURS SUMMARY AND STATUS			
	LABOR	EXPENSES	TOTAL
CHARGED PRIOR TO 01FEB2024	\$152,749.00	\$1,931.38	\$154,680.38
CHARGED DURING 01FEB2024 - 29FEB2024	\$10,302.50	\$0.00	\$10,302.50
OVERALL CHARGED TO DATE	\$163,051.50	\$1,931.38	\$164,982.88
PREVIOUS INVOICES OUTSTANDING	\$0.00	\$0.00	\$0.00
TOTAL INVOICES OUTSTANDING INCLUDING THIS INVOICE	\$10,302.50	\$0.00	\$10,302.50

	HOURS
HOURS EXPENDED PRIOR TO 01FEB2024	1,376.90
TOTAL HOURS CHARGED DURING 01FEB2024 - 29FEB2024	79.25
TOTAL HOURS CHARGED 01SEP2022 THROUGH 29FEB2024	1,456.15

I have personally examined this billing statement. All entries are correct and reasonable for the services performed and allowable costs incurred, and no item on this statement has been previously billed.




Thomas E. Frawley, P.E., Esq. - Principal

09-MAR-2024
 DATE

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 Hours - Thursday, February 1, 2024 through Thursday, February 29, 2024
 Invoice Number: 2024-02
 Invoice Date: 09MAR2024

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED MONTHLY EXECUTIVE DIRECTOR'S REPORT)
Thursday	1	3.50	Address FRA grant requirements
Friday	2	2.50	Revise AECOM agreement
Saturday	3	0.00	
Sunday	4	0.00	
Monday	5	3.00	Presentation to Reading City Council
Tuesday	6	4.50	FRA Bi-Weekly Call; PennDOT call
Wednesday	7	3.00	Norfolk Southern meeting; Marketing & PR team coordination call
Thursday	8	2.50	Assemble Articles of Amendment package; renewed SAM registration
Friday	9	0.00	
Saturday	10	0.00	
Sunday	11	0.00	
Monday	12	3.00	Planning team coordination call; WSP proposal debriefing
Tuesday	13	5.00	MontCo Commissioners virtual briefing
Wednesday	14	3.50	SEPTA meeting
Thursday	15	6.00	MontCo Commissioner Thomas DiBello in-person briefing
Friday	16	5.00	AECOM coordination call
Saturday	17	0.00	
Sunday	18	2.00	
Monday	19	4.50	Monthly reports and invoice
Tuesday	20	3.75	Comissioners Information Session
Wednesday	21	4.00	Finance Committee meeting
Thursday	22	6.50	ChesCo ACH payment information
Friday	23	0.00	
Saturday	24	0.00	
Sunday	25	0.00	
Monday	26	3.50	ChesCo Commissioner Eric Roe in-person briefing; SRPRA Board meeting
Tuesday	27	3.00	Finalize draft Board minutes; website update input
Wednesday	28	4.50	USDOT survey form; bank authorization forms
Thursday	29	6.00	Matt E. call; AECOM Step 1 scope finalization and contract execution

Task Totals:	79.25	
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Certified:  Date: 09-MAR-2024
 Thomas E. Frawley, P.E., Esq. - Prinicpal



VFC, Inc.

31A Ridge Road, Suite One
Phoenixville, Pennsylvania 19460

VirtualFarm.com

Invoice

Date	Invoice No.
3/22/2024	15002.A

SRPRA
Thomas Freawley

Terms
Net 30

Description	Amount
ANNUAL MARKETING PARTNERSHIP: April 2024	2,400.00
Refer to proposal for defined plan elements and reactionary marketing (1/1/24 - 12/31/24)	
Billed monthly \$2400.00	
Sales Tax	0.00

Total	\$2,400.00
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To remit payment via ACH: Phoenixville Federal Bank and Trust 533 Kimberton Rd. P.O Box 1046 Kimberton, PA 19442
 ACH# 231374916, Account: Virtual Farm Creative, Account # 0041033796 *Please email ideas@virtualfarm.com with invoice #'s and invoice amounts
 paid for ACH payments.
 INVOICES ARE DUE UPON RECEIPT
 THANK YOU FOR YOUR BUSINESS!