

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
BOARD MEETING PACKET
JULY 28, 2025

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BILLS RECEIVED SINCE JUNE 18, 2025 FINANCE COMMITTEE MEETING



Schuylkill River Passenger Rail Authority

Meeting Agenda

July 28, 2025, 3:00 PM

1. Call to Order
2. Adoption of June 23, 2025 Minutes
3. Board Member Comments
4. Public Comment on Agenda Items
5. Cancellation of August 2025 Authority Board Meeting
 - a. Motion to cancel Authority Board meeting scheduled for August 25 and resume the previously adopted meeting schedule with the September 22 meeting – *Action*
 - b. Motion to delegate authority to Finance Committee to approve payment of routine bills at its August 20 meeting – *Action*
 - c. Motion to delegate authority to Executive Director and Board Secretary to renew Directors & Officers insurance policy – *Action*
6. Committee Reports
 - a. Finance – Mayor Peter Urscheler, Chair
 - i. Committee Update
 - ii. Motion to Pay Bills – *Action*
 - b. Personnel – Commissioner Marian Moskowitz, Chair
 - i. Committee Update
7. CIDP Update – Tom Frawley
8. Executive Director's Report – Tom Frawley
9. Marketing Team Report – David Hunter
10. Planning Team Report – Scott France
11. Other Business
12. General Public Comment
13. Adjourn

The next regularly scheduled meeting of the Schuylkill River Passenger Rail Authority will be conducted virtually at 3:00 PM on Monday, September 22, 2025. All are welcome to participate, but registration beforehand is required using the link provided on the Authority website: www.GoSRPRA.com.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
BOARD MEETING PACKET
JULY 28, 2025

DRAFT MINUTES FROM JUNE 23, 2025 MEETING

Schuylkill River Passenger Rail Authority (SRPRA)
Authority Board Meeting Minutes
June 23, 2025
3:00 p.m.
Via Zoom

Board Members in Attendance:

- Marian Moskowitz, Chair
- Christian Leinbach
- Peter Urscheler
- David Hunter
- Thomas DiBello
- Scott France
- Matthew Edward
- Stephanie Henrick

Board Members Absent:

- Eddie Moran

Call to Order

Chair Marian Moskowitz called the meeting to order.

Approval of May 19, 2025, Minutes – Action

Peter Urscheler motioned to approve the minutes of the May 19, 2025, Authority Board meeting. Christian Leinbach seconded the motion. Hearing no opposition, the motion passed unanimously, and the minutes were adopted as presented.

Board Member Comments

There were no comments from Board members.

Public Comment on Agenda Items

Daniel Becker opened the Q&A function for public comments.
No comments were received via Zoom chat or Q&A.

Committee Reports

Finance Committee

Peter Urscheler reported the Finance Committee met virtually on June 18, 2025, and reviewed the following:

- The 2024 audit was finalized by Maillie LLP and submitted to the Pennsylvania DCED (Pennsylvania Department of Community and Economic Development) on May 22, 2025.
- A CIDP Task 2 reimbursement request for March and April 2025, totaling \$6,250.69, was submitted to the FRA on June 4 and remains outstanding.
- All three 2025 county contributions are expected to be in place by the end of the week.
- Four routine monthly bills totaling \$147.77 were paid.
- Three outstanding bills totaling \$14,924.69 are due (Executive Director invoice, AECOM, and Virtual Farm Creative).
- Post-payment bank account balance will be \$258,824.91.

Action:

Peter Urscheler motioned to:

- Ratify the prepaid bills between May 14 and June 18, 2025 (\$147.77), and
- Approve the payment of outstanding bills (\$14,924.69)

Motion was seconded by Matthew Edmond.

Hearing no opposition, the motion passed unanimously.

Personnel Committee

Commissioner Moskowitz, as chair of the Personnel Committee, indicated that the Committee has not met and has nothing to report.

CIDP Report

Executive Director Thomas Frawley provided the following updates:

- FRA confirmed that the statement of work, schedule, and budget are complete and final.

- The updated Attachment 2 for the Step 2 Grant Agreement was submitted and is pending final FRA review.
 - FRA is expected to publish a Notice of Funding Opportunity (NOFO) shortly.
 - Brian Bertoli, who was leading the operations analysis work at FRA for the SRPRA project, is leaving the agency and Eric Peel and Nilo Kabu will continue operations analysis.
 - No other staffing changes at FRA are anticipated.
 - Amtrak has indicated interest in finalizing a Memorandum of Understanding (MOU) to formalize ongoing support for the project.
-

Executive Director's Report

Tom Frawley reported:

- SRPRA submitted formal input to PennDOT for its five-year State Rail Plan Update, clarifying SRPRA's status with the FRA.
 - Ongoing Congressional outreach included meetings with:
 - Senator Fetterman's staff on June 3
 - Email exchanges and planned briefing with Senator McCormick's staff
 - On May 20, SRPRA presented to the Phoenixville Area Chamber of Commerce; the event was well received.
-

Marketing Team

David Hunter provided the following updates:

- Updates to the FAQ and fact sheet are in progress with Virtual Farm Creative.
 - A new promotional reel featuring David was filmed at Franklin Street Station and will be posted on the website.
 - Plans are underway to film reels with Mayor Henrick and Commissioner DiBello highlighting anticipated community impact in Pottstown.
-

Planning Team

Scott France shared:

- Activities have been limited while awaiting the start of Task 2.
- Coordination with FRA, PennDOT, SEPTA, DVRPC (Pottstown study), and Norfolk Southern is ongoing.
- Articles of incorporation updates have been finalized and submitted.

Other Business

There was no additional business.

General Public Comment

No public comments were received via Zoom chat or Q&A.

Adjournment

Chair Moskowitz announced the next Board meeting is scheduled for **July 28, 2025**.
Christian Leinbach motioned to adjourn.
David Hunter seconded the motion.
Hearing no opposition, the meeting was adjourned.

Respectfully submitted,
Kathy Morris
Recording Secretary

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
BOARD MEETING PACKET
JULY 28, 2025

FINANCE COMMITTEE REPORT
FROM
JULY 16, 2025 MEETING



**SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE REPORT
TO BE PRESENTED AT MEETING HELD JULY 16, 2025 AT 4:00 PM
PREPARED JULY 14-15, 2025**

This report summarizes financial actions since the June 23, 2025 Board Meeting. It is intended to be presented at the July 16, 2025 meeting of the Finance Committee. Actions taken by the Committee on July 16 will be reported to the SRPRA Board at its July 28, 2025 meeting.

The Finance Committee regularly meets virtually 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.

CIDP Step 1 Grant – SRPRA requested reimbursement on June 4 for Task 2 (Technical) expenditures during March and April 2025 in the amount of \$6,250.69. Payment was received June 30, 2025.

2025 County Contributions – The Chester County and Montgomery County 2025 contributions of \$100,000 each were both received on June 25, 2025.

Payment of Bills – Since the June 23, 2025 Board Meeting, four routine monthly bills have been received and paid; these charges remain to be ratified by the Board. Payees are AnsweringService.com, Google, Adobe, and Intuit/QuickBooks. In the same general timeframe, three routine monthly, one routine annual bill, and one routine but irregularly scheduled bill have been received and all are due and will become payable upon Board approval. Payees are Maillie LLP, the Executive Director, AECOM, Virtual Farm Creative, and Kozloff Stoudt. Note that routine bills from AECOM for consulting services are fully reimbursable under the FRA CIDP Step 1 grant. Additionally, a portion of the Executive Director's invoice is also reimbursable under the same grant. Copies of the five outstanding bills are included in the Finance Committee meeting packet.

BILLS RECEIVED AND PAID

AMOUNT	PAYEE	DESCRIPTION	PAYMENT DATE
\$35.00	AnsweringService.com	Monthly Fee	07/01/2025
\$91.58	Google	Google Suite Monthly Fee	07/02/2025
\$21.19	Adobe	Acrobat Pro Monthly Fee	07/07/2025
\$40.28	Intuit/Quickbooks	QuickBooks Subscription	07/15/2025
\$188.05	TOTAL		

BILLS DUE AND PAYABLE

AMOUNT	PAYEE	DESCRIPTION	BILL DATE
\$8,000.00	Maillie, LLP	2024 Audit	04/30/2025
\$8,827.50	Thomas E. Frawley Consulting	ED Compensation, June 2025	07/10/2025
\$2,400.00	Virtual Farm Creative, Inc	July Fee	07/01/2025
\$4,474.57	AECOM	Invoice #16, 01JUN-04JUL2025	07/11/2025
\$7,125.03	Kozloff Stoudt	Services: 15FEB – 02JUN2025	07/14/2025
\$30,827.10	TOTAL		

The current total balance of SRPRA's accounts is \$465,897.46. Upon payment of the five outstanding bills tabulated above and totaling \$30,827.10, the remaining balance in the Authority's accounts, not including additional contributions or payments received or interest earned subsequent to the time of this report, will be \$435,070.36.

2025 Annual contributions from Chester and Montgomery Counties, in the amount of \$100,000 each, were received on June 25 and are reflected in these amounts.

Regarding receivables from FRA, the Task 2 expenditures for the months of March and April 2025 in the amount of \$6,250.69 were submitted to FRA on June 4, 2025 and payment was received on June 30. During May and June, Task 2 expenditures consisted of some \$3,281.73 in AECOM charges and \$1,725.00 in Executive Director charges, totaling \$5,006.73 that will be submitted to FRA for reimbursement after Board approval of June charges on July 28. Task 1 expenditures during the months September 2024 through June 2025 total \$41,533.92 and remain outstanding and are planned by FRA to be reimbursed as part of Step 1 closeout sometime during the summer of 2025.

Other Business

Nothing additional to report.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
BOARD MEETING PACKET
JULY 28, 2025

BILLS RECEIVED SINCE JUNE 18, 2025
FINANCE COMMITTEE MEETING



500 N Lewis Rd
Limerick, PA 19468
(610) 935-1420
EIN: 23-1518888

Web: www.maillie.com
Email: firm@maillie.com

Thomas Frawley
Schuylkill River Passenger Rail Authority
633 COURT ST
READING, PA 19601

Date: 4/30/2025
Invoice Number: 119790
Client: 814500.000
Due Date: Upon Receipt

Final billing for December 31, 2024 audit

Invoice Total: \$8,000.00

If you wish to pay online, scan the QR code below or go to maillie.aiwyn.ai/client-portal/



Please return this portion with payment.

ID: 814500
Schuylkill River Passenger Rail Authority

Date: 4/30/2025
Due Date: Upon Receipt

Invoice: 119790
Amount Due: \$8,000.00

Amount Enclosed: \$ _____

Please make checks payable to Maillie LLP.
--

FROM: THOMAS E FRAWLEY CONSULTING, LLC

551 Davenport 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: 34
Start Date: 26SEP2022	Invoice Number: 2025-06
	Invoice Date: 10JUL2025

Invoice for services performed as Executive Director of the Schuylkill River Passenger Rail Authority for the period: Sunday, June 1, 2025 through Monday, June 30, 2025. This invoice separately identifies charges related to the Federal Railroad Administration's Corridor Identification and Development Program, to facilitate reimbursement of such charges under the CIDP grant agreement.

LABOR, INCLUDING OVERHEAD AND FEE				
ELEMENT DESCRIPTION		TASK HOURS	CONTRACT RATE	TOTAL LABOR CHARGES
June 2025 - SRPRA (Not CIDP Reimbursable)		36.80	\$150.00	\$5,520.00
June 2025 - CIDP Step 1 Reimbursable		22.05	\$150.00	\$3,307.50
		58.85		\$8,827.50

EXPENSES, AT COST			
DESCRIPTION OF EXPENSES		NOTES	EXPENSES INVOICED
June 2025 - SRPRA (Not CIDP Reimbursable)			\$0.00
June 2025 - CIDP Step 1 Reimbursable			\$0.00
			\$0.00

TOTAL CHARGES THIS INVOICE - LABOR AND EXPENSES	
	\$8,827.50

CHARGES ELIGIBLE FOR REIMBURSEMENT UNDER CIDP GRANT AGREEMENT		
June 2025 Labor - CIDP Step 1 Reimbursable - Task 1		\$3,307.50
June 2025 Labor - CIDP Step 1 Reimbursable - Task 2		\$0.00
June 2025 Expenses - CIDP Step 1 Reimbursable		\$0.00
June 2025 Total CIDP Step 1 Reimbursable		\$3,307.50

INVOICE LABOR, EXPENSES, AND HOURS SUMMARY AND STATUS			
	LABOR	EXPENSES	TOTAL
CHARGED PRIOR TO 01JUN2025	\$353,337.91	\$8,883.41	\$362,221.32
CHARGED DURING 01JUN2025 - 30JUN2025	\$8,827.50	\$0.00	\$8,827.50
OVERALL CHARGED TO DATE	\$362,165.41	\$8,883.41	\$371,048.82
PREVIOUS INVOICES OUTSTANDING	\$0.00	\$0.00	\$0.00
TOTAL INVOICES OUTSTANDING INCLUDING THIS INVOICE	\$8,827.50	\$0.00	\$8,827.50

	HOURS
HOURS EXPENDED PRIOR TO 01JUN2025	2,803.40
TOTAL HOURS CHARGED DURING 01JUN2025 - 30JUN2025	58.85
TOTAL HOURS CHARGED 01SEP2022 THROUGH 30JUN2025	2,862.25

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.



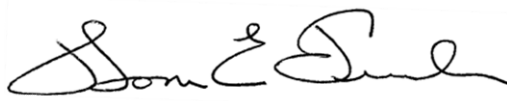
Thomas E. Frawley, P.E., Esq. - Principal

10-JUL-2025

DATE

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 SRPRA Hours - Sunday, June 1, 2025 through Monday, June 30, 2025
 Invoice Number: 2025-06
 Invoice Date: 10JUL2025

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED MONTHLY EXECUTIVE DIRECTOR'S REPORT)
Sunday	1	0.00	
Monday	2	0.50	Monthly Report and Invoice
Tuesday	3	2.00	Monthly Report and Invoice
Wednesday	4	0.75	PA LSA Grant Follow Up
Thursday	5	0.80	ChesCo Annual Contribution Follow-up; Emails
Friday	6	0.00	
Saturday	7	0.00	
Sunday	8	0.00	
Monday	9	5.70	Planning Team Call; Review Governor's Budget; Prepare SRP Input
Tuesday	10	3.00	Assemble Input to PennDOT State Rail Plan (SRP) Input
Wednesday	11	1.00	Marketing Team Monthly Meeting
Thursday	12	2.50	Amtrak Call; ChesCo Contribution; Complete and Submit SRP Input
Friday	13	2.25	Review Proposal from Video Contractor; ChesCo Contribution
Saturday	14	0.00	
Sunday	15	0.00	
Monday	16	2.00	Prep Commissioners Briefing
Tuesday	17	5.50	Commissioners Briefing; Berks County Living & Spotlight PA Interviews
Wednesday	18	2.50	Finance Committee Meeting Including Report and Agenda Prep
Thursday	19	0.00	
Friday	20	0.75	Finance Committee Meeting Minutes
Saturday	21	0.00	
Sunday	22	0.00	
Monday	23	3.00	Monthly Board Meeting Incl Prep and Follow Up; E-mails
Tuesday	24	0.75	SRPRA Website Domain Names; Directors & Officers Insurance
Wednesday	25	0.00	
Thursday	26	1.50	FAQs Update
Friday	27	1.30	FAQs Update
Saturday	28	1.00	Directors & Officers Insurance
Sunday	29	0.00	
Monday	30	0.00	
Task Totals:		36.80	

Certified:  Date: 10-JUL-2025
 Thomas E. Frawley, P.E., Esq. - Principal

Thomas E. Frawley, P.E., Esq., MBA - Executive Director

CIDP Hours - Sunday, June 1, 2025 through Monday, June 30, 2025

Invoice Number: 2025-06

Invoice Date: 10JUL2025

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED EXECUTIVE DIRECTOR'S REPORT)	MONTHLY
Sunday	1	0.00		
Monday	2	2.50	Accounting for Reimbursement; Monthly Report and Invoice (Task 1)	
Tuesday	3	2.80	Brief Sen Fetterman's Staff; Monthly Report and Invoice (Task 1)	
Wednesday	4	2.00	Complete and Transmit Reimbursement Request 7 (Task 1)	
Thursday	5	2.00	Bryan Bertoli Call Incl Prep and Follow Up (Task 1)	
Friday	6	0.00		
Saturday	7	0.00		
Sunday	8	0.00		
Monday	9	0.50	FRA OA Follow Up (Task 1)	
Tuesday	10	0.50	Emails (Task 1)	
Wednesday	11	1.50	Step 2 Grant Agreement Attachment 2 (Task 1)	
Thursday	12	3.00	Step 2 Grant Agreement Attachment 2; PennDOT Call (Task 1)	
Friday	13	1.00	Step 2 Grant Agreement Attachment 2 (Task 1)	
Saturday	14	0.00		
Sunday	15	0.00		
Monday	16	0.00		
Tuesday	17	0.00		
Wednesday	18	0.00		
Thursday	19	0.00		
Friday	20	0.00		
Saturday	21	0.00		
Sunday	22	0.00		
Monday	23	0.00		
Tuesday	24	0.00		
Wednesday	25	0.00		
Thursday	26	0.00		
Friday	27	3.50	Step 2 Grant Agreement Attachment 2 (Task 1)	
Saturday	28	0.00		
Sunday	29	0.00		
Monday	30	2.75	Step 2 Grant Agreement Attachment 2 (Task 1)	

Task 1 Hours:	22.05
Task 2 Hours:	0.00
Total Hours:	22.05

Certified: _____



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

Date: 10-JUL-2025

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
Expenses - Sunday, June 1, 2025 through Monday, June 30, 2025
Invoice Number: 2025-06
Invoice Date: 10JUL2025

[illegible]

Task 1 Total: \$0.00

Total Expenses - SRPRA:	\$0.00
Total Expenses - CIDP Step 1 Reimbursable:	\$0.00

Certified:

Don & Sue

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

Date: 10-JUL-2025

VFC, Inc.

31A Ridge Road, Suite One
Phoenixville, Pennsylvania 19460

VirtualFarm.com

Invoice

Date	Invoice No.
6/25/2025	15376

SRPRA

Thomas Freawley

Terms
Net 30

[illegible]

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 # 0041038845 *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!

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2001039525

Invoice Date: 11-JUL-25

Invoice Due Date: 25-AUG-25

Amount Due: \$4,474.57 USD

Project Number: 60727639

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



1635 Market St, Suite 1000, Philadelphia, PA 19103
Tel: 215-735-0832

Federal Tax ID No. 95-2661922

ATTN : Accounts Payable
Schuylkill River Passenger Rail Authority
633 Court Street
Reading, PA 19601-4302
United States

Invoice Date: 11-JUL-25
Invoice Number: 2001039525

Payment Term: 45 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60727639
Bill Through Date : 31-MAY-25 - 04-JUL-25
Riebeling, Heather A

Project Name : SRPRA - Passenger Rail Service Development Plan (SDP)

Task Number : 0001

Task Name : Project Mgmt / Admin

<u>Employee Name/Title</u>	<u>Week End Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Raw Cost</u>	<u>Billed Amt</u>
Riebeling, Heather A	06-JUN-25	3.00	87.76	263.28	
Riebeling, Heather A	13-JUN-25	1.00	87.76	87.76	
Riebeling, Heather A	20-JUN-25	4.00	87.76	351.04	
Riebeling, Heather A	27-JUN-25	2.00	87.76	175.52	
Riebeling, Heather A	04-JUL-25	2.00	87.76	175.52	
Total Labor Multiplier		12.00		1,053.12	1,053.12
Task Total : Project Mgmt / Admin					1,053.12

Task Number : 0002.03

Task Name : SDP Project Schedule

<u>Employee Name/Title</u>	<u>Week End Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Raw Cost</u>	<u>Billed Amt</u>
Gargan, John D	13-JUN-25	2.00	73.04	146.08	
Gargan, John D	20-JUN-25	0.50	73.04	36.52	
Gargan, John D	04-JUL-25	8.00	73.04	584.32	
Total Labor Multiplier		10.50		766.92	766.92
Task Total : SDP Project Schedule					766.92

Lump Sum

<u>Description</u>	<u>Billed Amt</u>
Direct Labor	1,820.04
Overhead (123.50%)	2,247.75
Fee (10%)	406.78
Total Lump Sum	4,474.57

Project Total : SRPRA - Passenger Rail Service Development Plan (SDP)

4,474.57

Invoice Summaries

Total Current Amount :	4,474.57
Retention Amount :	0.00
Pre-Tax Amount :	4,474.57
Tax Amount :	0.00
Total Invoice Amount :	4,474.57

Billing Summaries

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Limit</u>	<u>Remain</u>
Billings	4,474.57	331,573.81	336,048.38	405,143.60	69,095.22
Tax	0.00	0.00	0.00		
Billing Total :	4,474.57	331,573.81	336,048.38		

Schuylkill River Passenger Rail Authority
CIDP Step 1
Contract No. 2024-01
Invoice #18: May 31, 2025 – July 4, 2025
Progress Report #16: May 31, 2025 – July 4, 2025

For this invoice period, AECOM has conducted the following activities:

Key Activities

- **Subtask 1.1 Administrative**
 - o Continued calls between AECOM and SRPRA as needed and produced meeting agendas and minutes. Biweekly calls temporarily suspended.
 - o Heather Riebeling and Devin Gargan kept files up to date on Microsoft Teams for sharing and documentation.
 - o Heather and Ruby Siegel monitored project financials and quality control for deliverables and other documents.
- **Subtask 2.2 Step 2 SOW**
 - o Received FRA notification on June 11, 2025 that SOW, Schedule, and Budget are considered complete, along with request to update SOW Attachment 2.
 - o Submitted revised Step 2 SOW Attachment 2 to FRA (via SRPRA) on June 13, 2025. Worked with SRPRA to complete final QC and address FRA comments received July 2, 2025 and submitted final version to FRA on July 2.
- **Subtask 2.3 Step 2 Schedule**
 - o No updates.
- **Subtask 2.4 Step 2 Budget**
 - o No updates.

Next Steps

- Confirm next steps and billing requirements after all Step 1 deliverables are accepted by the FRA and authorization is given to proceed to Step 2.
- Follow up on/support Amtrak and Norfolk Southern coordination as directed by SRPRA.
- Resume biweekly project meetings once needed.
- Participate in monthly FRA meetings and additional meetings as needed.
- Continue monitoring project financials and KPIs.



Schuylkill River Passenger Rail Authority
CIDP Step 1
Contract No. 2024-01
Invoice #18: May 31, 2025 – July 4, 2025
Billing Summary

AECOM Invoice #18 (June 2025)	
Direct Labor	\$ 1,820.04
Overhead (123.5%)	\$ 2,247.75
Fee (10.0%)	\$ 406.78
Total	\$ 4,474.57

A handwritten signature in blue ink, appearing to read "Heather Riebeling".

Heather Riebeling, P.E.
Deputy Project Manager



2640 Westview Drive
Wyomissing, Pa 19610
610-670-2552

TAX ID #23-3022715

July 14, 2025

Schuylkill River Passenger Rail Authority
Attn: David Hunter
633 Court Street
Reading, PA 19601

Statement of Account

Total Outstanding For: 212609 Schuylkill River Passenger Rail Authority

Date	Invoice Number	Bill Amount	Paid Amount	Balance
212609-001 - General				
06/02/25	203936	1,162.50		1,162.50
Matter Balance Due				1,162.50
212609-002 - Articles of Incorporation and Bylaws				
02/15/25	202221	1,917.53		955.03
06/02/25	203936	4,000.00		4,955.03
Matter Balance Due				4,955.03
212609-004 - Board Meeting				
06/02/25	203936	550.00		550.00
Matter Balance Due				550.00
212609-009 - Norfolk Southern Agreements				
06/02/25	203936	457.50		457.50
Matter Balance Due				457.50
Total Balance Due				7,125.03

Future invoices will be sent via email. Please provide the following details.

PLEASE PRINT CLEARLY

Contact Name: _____

Email Address: _____

Please make check payable to: **Kozloff Stoudt**
 2640 Westview Dr
 Wyomissing, Pa 19610

Credit Card: Charge my _____ **Visa** _____ **Mastercard** _____ **Discover**

Expiration date: _____ **Amount \$** _____

Cardholder Name: _____

Card Number: _____

Signature _____ **Date** _____

THANK YOU FOR YOUR PATRONAGE

Payment is due upon receipt.

**If you have any questions regarding this statement or you need a reprint of any bill, please email
Dellise Otero at dotero@kozloffstoudt.com**