

## **Schuylkill River Passenger Rail Authority Meeting Approved Minutes**

August 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  
Peter Urscheler, Phoenixville Borough Mayor, Treasurer  
Tom DiBello, Montgomery County Commissioner, Assistant Treasurer  
Brian O’Leary, Executive Director, Chester County Planning Commission, Assistant Secretary  
David Hunter, Executive Director, Berks County Planning Commission  
Eddie Moran, Mayor of Reading  
Stephanie Henrick, Mayor of Pottstown

### **Authority Members Absent:**

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

#### **1. Call to Order**

Christian Leinbach, Chair of the SRPRA, called the meeting to order at 3:00 p.m.

#### **2. Adoption of July 22, 2024 Minutes**

Christian Leinbach called for any corrections to the minutes.

*An updated packet for the Monday, August 26 Board meeting was provided prior to the meeting. It was identical to the version circulated Friday except that the draft July 22 minutes were corrected to reflect Mayor Stephanie Hendrik's attendance.*

*Christian Leinbach announced that the SRPRA’s July 22, 2024 meeting minutes stand approved as presented in the updated packet.*

#### **3. Board Member Comments**

*There were no Board member comments.*

#### **4. Public Comment on Agenda Items**

Dan Becker of Kozloff Stoudt Attorneys, legal counsel for the Authority, read the guidelines for making public comments.

*There were no public comments on agenda items.*

#### **5. Insurance Policy Renewal-Action**

Tom Frawley reported that it is time to renew the Authority’s D&O liability insurance policy with ALTRU that expires September 1st; there is no premium increase; the annual premium remains at \$2,085.

*Mayor Peter Urscheler motioned, and David Hunter seconded, all voted unanimously, and the motion was carried to approve the renewal of the SRPRA’s D&O liability insurance policy with ALTRU.*

**6. Adoption of Policies and Procedures Regarding Ethics, Expenditures, and Invoice Processing-Action**

Tom explained that the adoption of policies and procedures is a required part of the grant process. Policy & Procedure 1.0: Employee and Contractor Code of Ethics, was developed by adapting similar documents from Montgomery, Chester and Berks counties. Policy & Procedure 2.0: Authority Expenditures; and 2.1: Processing Invoices for SRPRA Payment and Grant Reimbursement, were developed using the Authority Bylaws and incorporating current Authority practice.

*Commissioner Tom DiBello motioned, David Hunter seconded, all voted unanimously, and the motion was carried to adopt the SRPRA policies and procedures document regarding ethics, expenditures, and invoice processing as presented in the SRPRA's August 26, 2024 Board meeting packet.*

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

Mayor Peter Urscheler reported that the PA Dept. of Community and Economic Development (DCED) approved the pending assignment to the Authority the \$250k Local Share Account (LSA) grant awarded to Montgomery County for the rail project. As the Authority has been named grantee, local share account funds will be available to directly reimburse allowable project expenses. Peter added that the Finance Committee will soon present an expanded expense and expenditure policy draft to the Board.

**ii. Motion to Pay Bills – Action**

Peter indicated the Finance Committee recommends that the Board ratify the SRPRA's prepaid bills dated between July 30th and August 5th 2024 totaling \$122.88, and approve the payment of its outstanding bills from the same time period in the amount of \$59,474.32.

*Peter Urscheler motioned, Marian Moskowitz seconded, all voted unanimously, and the motion was carried to approve the payments of prepaid and outstanding bills presented in the SRPRA's August 26, 2024 Board meeting packet.*

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

Marian Moskowitz, Chair, reported on renewing the Executive Director's contract and had nothing additional to report.

**ii. Motion to Renew Executive Director's Contract-Action**

Marian Moskowitz, Vice Chair, reported that the Executive Director's contract is up for renewal; the Personnel Committee negotiate the contract renewal for a two year term and will present their recommendation to the Board for action at the September meeting..

*Peter Urscheler motioned, and Marian Moskowitz seconded, all voted unanimously, and the motion was carried to approve the SRPRA negotiating a renewal of the consulting agreement for the Executive Director, based on the terms presented in the packet.*

**8. Executive Director's Report****a. CIDP Status**

Tom Frawley, Executive Director, reported on progress for the Federal Railroad Administration's

(FRA) Corridor Identification and Development Program (CIDP). He said the project is nearing the end of Step 1, with finalization and FRA approval of the statement of work, schedule and budget anticipated before the end of September.

**b. AECOM Contract Amendment**

The AECOM contract amendment is anticipated to be presented at the September Board meeting, and will reflect the statement of work, schedule and budget approved by FRA for completion of Step 2.

**c. Community Outreach Discussion**

Tom reminded the Board that the October SRPRA Board meeting would be held in person in Reading on October 28th at the Saucony Creek Franklin Station Brewpub, 692 Franklin Street, Reading PA. Doors will open at 2:30, with the Board meeting commencing at 3 p.m. and a reception following. He asked attendees to share this information with other elected and appointed officials.

**d. Other Activities**

*There were no other activities discussed.*

**9. Marketing Team Report–Brian O’Leary**

Brian O’Leary reported that the Communications Committee met recently and discussed social media approaches when the project moves from Step 1 to Step 2.

**10. Planning Team Report–David Hunter**

David Hunter reported that the team continues to meet monthly with the Federal Railroad Administration (FRA), focusing heavily on keeping the project moving quickly. The Planning Team is also coordinating with PennDOT. The LSA grant reassignment has successfully been finalized; SRPRA is now the grantee.

David reminded attendees that the October Mpack Conference will be held in Philadelphia. Tom Frawley will be participating in the Regional Day session and Scott France will be attending with a large contingent from the Pottstown Health and Wellness Foundation.

David shared the details of the Save-the-Date flyer for the October 28th SRPRA in-person Board meeting and reception to be held at Saucony Creek, and asked attendees to share this with community partners and stakeholders.

David announced that an SRPRA newsletter would be forthcoming and asked attendees to stay tuned for more news to come on that.

**11. Other Business**

*There was no other business discussed.*

**12. General Public Comment**

*There was no public comment.*

**13. Adjourn**

Christian Leinbach called to adjourn the meeting.

*Marian Moskowitz motioned, David Hunter seconded, and all voted unanimously, to adjourn the August 2024 meeting of the SRPRA Board.*

**Next Board Meeting**

September 23, 2024 at 3:00 p.m. via Zoom



Respectfully submitted,  
Ann Marie Meehan

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