



SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
AUGUST 20, 2025

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Schuylkill River Passenger Rail Authority

FINANCE COMMITTEE

Meeting Agenda

August 20, 2025, 4:00 pm

1. Call to Order
2. Approve minutes from July 16 meeting
3. Committee Member Comments
4. Public Comment on Agenda Items
5. Executive Director's Report
6. Ratification and Payment of Bills – *Action*
7. Other Business
8. General Public Comment
9. Adjourn

The next regularly scheduled meeting of the Schuylkill River Passenger Rail Authority Finance Committee will be conducted as a virtual meeting at 4:00 PM on Wednesday, September 17, 2025. All SRPRA Finance Committee meetings are open to the public.

Please visit the Authority website for more information and the registration link.

www.GoSRPRA.com

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
AUGUST 20, 2025

DRAFT MINUTES FROM JULY 16, 2025 COMMITTEE MEETING

Schuylkill River Passenger Rail Authority Finance Committee Meeting DRAFT Minutes

**July 16, 2025
4:00 p.m.
Via Zoom**

SRPRA Finance Committee Members in Attendance:

- Peter Urscheler, Phoenixville Borough Mayor, SRPRA Treasurer
- Tom DiBello, Montgomery County Commissioner, SRPRA Deputy Treasurer

SRPRA Staff in Attendance:

- Thomas Frawley, Executive Director

Call to Order

Mayor Peter Urscheler called the meeting to order at 4:03 p.m.

Approval of June 18, 2025 Minutes – *Action*

Tom DiBello motioned to approve the minutes from the June 18, 2025 Finance Committee meeting. Peter Urscheler seconded the motion.

Hearing no opposition, the minutes were approved as presented.

Committee Member Comments

There were no comments from committee members.

Public Comment on Agenda Items

No public attendees were present, and no comments were submitted. This portion was omitted.

Executive Director's Report – *Presented by Thomas Frawley*

- **FRA Reimbursement:**

- \$6,250.69 reimbursement for Task 2 (March–April) was received on June 30.
- Charges for May–June totaling \$5,006.73 will be submitted for reimbursement after Board approval on July 28.

- **County Contributions:**

- Remaining 2025 contributions (\$100,000 each from Chester and Montgomery Counties) were received on June 25.
- All three counties have now fulfilled their 2025 contributions.

- **Routine Bills (Prepaid and Pending Ratification):**

- 4 bills totaling **\$188.05** paid to regular vendors:
 - Answering service
 - Google Suite
 - Adobe (subscription)
 - QuickBooks (Intuit)

- **Outstanding Invoices Pending Approval:**

- 5 invoices totaling **\$30,827.10**, from:
 - Mailie LLP (2024 audit)
 - Virtual Farm Creative
 - AECOM
 - Kozloff Stoudt (legal counsel)
 - Executive Director

- **Financial Summary:**

- **Current account balance:** \$465,897.47
- **Balance after pending invoice payments:** \$435,070.36

- **Task 1 Reimbursements:**

- Accrued but unsubmitted Task 1 charges: **\$41,533.92**
- Reimbursement expected during Step 1 closeout in coming weeks, which will include reallocation of remaining budget between tasks.

Payment of Bills – Action

Tom DiBello motioned to approve:

- Ratification of prepaid bills (June 18 – July 16) totaling **\$188.05**, and
- Payment of outstanding invoices totaling **\$30,827.10**, with both actions to be recommended to the full board for final approval. Peter Urscheler seconded the motion.
Hearing no opposition, the motion passed.

Other Business

- **August Meeting Plans:**
 - At the July 15 commissioner briefing, interest was expressed in **canceling the August Board meeting.**
 - A proposal will be brought to the July 28 Board meeting to **authorize the Finance Committee to approve routine bills in August.**
 - This will require a **quorum at the August Finance Committee meeting.**

General Public Comment

No members of the public were present or submitted comments. This portion was omitted.

Adjournment

Tom DiBello motioned to adjourn the meeting.

Peter Urscheler seconded the motion.

Hearing no opposition, the meeting was adjourned at 4:14 p.m.

Respectfully submitted,

Kathy Morris

Recording Secretary

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
AUGUST 20, 2025

EXECUTIVE DIRECTOR'S REPORT TO THE FINANCE COMMITTEE



**SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE REPORT
TO BE PRESENTED AT MEETING HELD AUGUST 20, 2025 AT 4:00 PM
PREPARED AUGUST 19, 2025**

This report summarizes financial actions since the July 28, 2025 Board Meeting. It is intended to be presented at the August 20, 2025 meeting of the Finance Committee. Actions taken by the Committee on August 20 will be reported to the SRPRA Board at its September 22, 2025 meeting, as the August 25 SRPRA Board meeting has been cancelled.

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 – The previous request for reimbursement for Task 2 (Technical) expenditures during May and June 2025 in the amount of \$5,006.73 was submitted on July 31 and payment was received August 5, 2025.

SRPRA was directed by FRA on August 19 to prepare a final invoice for Step1 expenditures in anticipation of SRPRA's advancement into Step 2. The final invoice will include expenditures incurred during July and approximately the first 19 days of August.

Payment of Bills – Based on the delegation of authority to the Finance Committee by the Board at its July 28, 2025 meeting, the Committee will ratify and authorize payment of bills at its August 20, 2025 meeting without further action by the Board; the process of bill ratification and payment authorization will return in September to its normal sequence involving both the Finance Committee and Board.

Since the July 16, 2025 Finance Committee Meeting, four routine monthly bills have been received and paid; these charges remain to be ratified by the Committee. Payees are AnsweringService.com, Google, Adobe, and Intuit/QuickBooks. Note that this month the charge from Google increased from \$91.58 to \$106.67, making the monthly total of routine and automatically paid bills \$203.14.

In the same general timeframe, three routine monthly bills have been received and all are due and will become payable upon Finance Committee approval. Payees are the Executive Director, AECOM, and Virtual Farm Creative. 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 three 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	07/30/2025
\$106.67	Google	Google Suite Monthly Fee	08/04/2025
\$21.19	Adobe	Acrobat Pro Monthly Fee	08/05/2025
\$40.28	Intuit/Quickbooks	QuickBooks Subscription	08/18/2025
\$203.14	TOTAL		

BILLS DUE AND PAYABLE

AMOUNT	PAYEE	DESCRIPTION	BILL DATE
\$8,235.00	Thomas E. Frawley Consulting	Exec Dir Compensation, July 2025	08/07/2025
\$2,400.00	Virtual Farm Creative, Inc	August Fee	07/31/2025
\$2,138.80	AECOM	Invoice #17, 05JUL-01AUG2025	08/11/2025
\$12,773.80	TOTAL		

The current total balance of SRPRA's accounts is \$441,471.14. Upon payment of the three outstanding bills tabulated above and totaling \$12,773.80, the remaining balance in the Authority's accounts, not including interest earned subsequent to the time of this report, will be \$428,697.34.

Regarding receivables from FRA, the Task 2 expenditures for the months of May and June consisted of some \$2,138.80 in AECOM charges and \$1,725.00 in Executive Director charges, totaling \$5,006.73 that were submitted to FRA for reimbursement after Board approval on July 28 and were reimbursed by FRA on August 5. Task 1 expenditures during the months September 2024 through July 2025 total \$45,684.31 and remain outstanding and are planned by FRA to be reimbursed as part of Step 1 closeout sometime in late summer of 2025.

Other Business

Nothing additional to report.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
AUGUST 20, 2025

BILLS RECEIVED SINCE JULY 16, 2025 COMMITTEE MEETING

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: 35
Start Date: 26SEP2022	Invoice Number: 2025-07
	Invoice Date: 04AUG2025

Invoice for services performed as Executive Director of the Schuylkill River Passenger Rail Authority for the period: Tuesday, July 1, 2025 through Thursday, July 31, 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
July 2025 - SRPRA (Not CIDP Reimbursable)		37.30	\$150.00	\$5,595.00
July 2025 - CIDP Step 1 Reimbursable		17.60	\$150.00	\$2,640.00
		54.90		\$8,235.00

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

TOTAL CHARGES THIS INVOICE - LABOR AND EXPENSES	
	\$8,235.00

CHARGES ELIGIBLE FOR REIMBURSEMENT UNDER CIDP GRANT AGREEMENT		
July 2025 Labor - CIDP Step 1 Reimbursable - Task 1		\$2,640.00
July 2025 Labor - CIDP Step 1 Reimbursable - Task 2		\$0.00
July 2025 Expenses - CIDP Step 1 Reimbursable		\$0.00
July 2025 Total CIDP Step 1 Reimbursable		\$2,640.00

INVOICE LABOR, EXPENSES, AND HOURS SUMMARY AND STATUS			
	LABOR	EXPENSES	TOTAL
CHARGED PRIOR TO 01JUL2025	\$362,165.41	\$8,883.41	\$371,048.82
CHARGED DURING 01JUL2025 - 31JUL2025	\$8,235.00	\$0.00	\$8,235.00
OVERALL CHARGED TO DATE	\$370,400.41	\$8,883.41	\$379,283.82
PREVIOUS INVOICES OUTSTANDING	\$0.00	\$0.00	\$0.00
TOTAL INVOICES OUTSTANDING INCLUDING THIS INVOICE	\$8,235.00	\$0.00	\$8,235.00

	HOURS
HOURS EXPENDED PRIOR TO 01JUL2025	2,862.25
TOTAL HOURS CHARGED DURING 01JUL2025 - 31JUL2025	54.90
TOTAL HOURS CHARGED 01SEP2022 THROUGH 31JUL2025	2,917.15

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

04-AUG-2025
DATE

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 SRPRA Hours - Tuesday, July 1, 2025 through Thursday, July 31, 2025
 Invoice Number: 2025-07
 Invoice Date: 04AUG2025


DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED MONTHLY EXECUTIVE DIRECTOR'S REPORT)
Tuesday	1	1.00	Input to Revised Articles; Input to Social Media Posts
Wednesday	2	1.50	Input to Revised Articles
Thursday	3	1.00	Emails
Friday	4	0.00	PA LSA Grant Follow Up
Saturday	5	0.00	ChesCo Annual Contribution Follow-up; Emails
Sunday	6	0.00	
Monday	7	5.00	W Reading Zoning; D&O Insurance Renewal; FAQs
Tuesday	8	0.75	D&O Insurance Renewal
Wednesday	9	2.00	Marketing Team Monthly Meeting; FAQs
Thursday	10	1.50	Monthly Report and Invoice
Friday	11	0.00	
Saturday	12	0.00	
Sunday	13	0.00	
Monday	14	3.50	Meeting Agendas/Reports; Monthly Planning Team Meeting
Tuesday	15	4.50	Finance Committee Packet; Monthly Commissioners Briefing
Wednesday	16	0.40	Finance Committee Monthly Meeting
Thursday	17	0.40	Berks Technical Working Group Meeting
Friday	18	0.50	Emails
Saturday	19	0.00	
Sunday	20	0.00	
Monday	21	0.00	
Tuesday	22	0.75	Emails
Wednesday	23	2.75	Finance Cmte Minutes; Social Media Input; D&O Insurance Renewal
Thursday	24	3.50	Talia Katz Briefing including Prep; Board Packet
Friday	25	2.00	Board Packet; Articles of Amendent
Saturday	26	0.00	
Sunday	27	0.00	
Monday	28	3.00	Monthly Board Meeting Including Prep and Follow-Up
Tuesday	29	0.75	Emails
Wednesday	30	2.00	GoRail Letter; Review Board Minutes Draft; Pay Bills
Thursday	31	0.50	Pay Bills; Update Victory Bank Wire Request Form
Task Totals:		37.30	

Certified:  Date: 04-AUG-2025
 Thomas E. Frawley, P.E., Esq. - Prinipcal

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
CIDP Hours - Tuesday, July 1, 2025 through Thursday, July 31, 2025
Invoice Number: 2025-07
Invoice Date: 04AUG2025

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED EXECUTIVE DIRECTOR'S REPORT)	MONTHLY
Tuesday	1	1.25	Revise CIDP Step 2 Attachment 2 (Task 1)	
Wednesday	2	2.50	AECOM Call re Attachment 1; Revise Attachment 2 (Task 1)	
Thursday	3	0.00		
Friday	4	0.00		
Saturday	5	0.00		
Sunday	6	0.00		
Monday	7	0.00		
Tuesday	8	1.25	AECOM Call re Attachment 1; Review Latest Versions of Std Forms (Task 1)	
Wednesday	9	0.00		
Thursday	10	1.50	Monthly Report and Invoice (Task 1)	
Friday	11	0.00		
Saturday	12	0.00		
Sunday	13	0.00		
Monday	14	0.00		
Tuesday	15	0.00		
Wednesday	16	4.10	FRA On-Line Reports and Associated Recordkeeping (Task 1)	
Thursday	17	3.00	FRA On-Line Reports and Associated Recordkeeping (Task 1)	
Friday	18	0.50	Emails (Task 1)	
Saturday	19	0.00		
Sunday	20	0.00		
Monday	21	0.00		
Tuesday	22	0.00		
Wednesday	23	0.00		
Thursday	24	0.00		
Friday	25	0.00		
Saturday	26	0.00		
Sunday	27	0.00		
Monday	28	0.00		
Tuesday	29	0.25	Emails (Task 1)	
Wednesday	30	1.50	FRA Invoice for May and June; Pay Bills (Task 1)	
Thursday	31	1.75	FRA Invoice for May and June (Task 1)	

Task 1 Hours:	17.60
Task 2 Hours:	0.00
Total Hours:	17.60

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

Date: 04-AUG-2025

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
Expenses - Tuesday, July 1, 2025 through Thursday, July 31, 2025
Invoice Number: 2025-07
Invoice Date: 04AUG2025

[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: 04-AUG-2025

VFC, Inc.

31A Ridge Road, Suite One
Phoenixville, Pennsylvania 19460

VirtualFarm.com

Invoice

Date	Invoice No.
7/30/2025	15421

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: 2001050037

Invoice Date: 11-AUG-25

Invoice Due Date: 25-SEP-25

Amount Due: \$2,138.80 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-AUG-25
Invoice Number: 2001050037

Payment Term: 45 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60727639
Bill Through Date : 05-JUL-25 - 01-AUG-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	11-JUL-25	3.00	87.76	263.28	
Riebeling, Heather A	18-JUL-25	1.00	87.76	87.76	
Riebeling, Heather A	25-JUL-25	1.00	87.76	87.76	
Riebeling, Heather A	01-AUG-25	2.00	87.76	175.52	
Total Labor Multiplier		7.00		614.32	614.32
Task Total : Project Mgmt / Admin					614.32

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	11-JUL-25	1.00	73.04	73.04	
Gargan, John D	18-JUL-25	0.50	73.04	36.52	
Gargan, John D	25-JUL-25	2.00	73.04	146.08	
Total Labor Multiplier		3.50		255.64	255.64
Task Total : SDP Project Schedule					255.64

Lump Sum

<u>Description</u>	<u>Billed Amt</u>
Direct Labor	869.96
Overhead (123.50%)	1,074.40
Fee (10%)	194.44
Total Lump Sum	2,138.80

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

2,138.80

Invoice Summaries

Total Current Amount :	2,138.80
Retention Amount :	0.00
Pre-Tax Amount :	2,138.80
Tax Amount :	0.00
Total Invoice Amount :	2,138.80

Billing Summaries

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Limit</u>	<u>Remain</u>
Billings	2,138.80	336,048.38	338,187.18	405,143.60	66,956.42
Tax	0.00	0.00	0.00		
Billing Total :	2,138.80	336,048.38	338,187.18		

Schuylkill River Passenger Rail Authority
CIDP Step 1
Contract No. 2024-01
Invoice #19: July 5, 2025 – August 1, 2025
Progress Report #17: July 5, 2025 – August 1, 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. 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 management.
- **Subtask 2.2 Step 2 SOW**
 - o No updates.
- **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 #19: July 5, 2025 – August 1, 2025
Billing Summary

AECOM Invoice #19 (July 2025)	
Direct Labor	\$ 869.96
Overhead (123.5%)	\$ 1,074.40
Fee (10.0%)	\$ 194.44
Total	\$ 2,138.80

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

Heather Riebeling, P.E.
Deputy Project Manager