



SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
SEPTEMBER 17, 2025

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Schuykill River Passenger Rail Authority

FINANCE COMMITTEE

Meeting Agenda

September 17, 2025, 4:00 pm

1. Call to Order
2. Approve minutes from August 20 meeting
3. Committee Member Comments
4. Public Comment on Agenda Items
5. Executive Director's Report
6. Recommendation Regarding Ratification and Payment of Bills – *Action*
7. Other Business
8. General Public Comment
9. Adjourn

The next regularly scheduled meeting of the Schuykill River Passenger Rail Authority Finance Committee will be conducted as a virtual meeting at 4:00 PM on Wednesday, October 15, 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
SEPTEMBER 17, 2025

DRAFT MINUTES FROM AUGUST 20, 2025 COMMITTEE MEETING

Schuylkill River Passenger Rail Authority (SRPRA)
Finance Committee Meeting Minutes
August 20, 2025
4:05 p.m.
Via Zoom

SRPRA Finance Committee Members in Attendance:

- Peter Urscheler, Phoenixville Borough Mayor, SRPRA Treasurer
 - David Hunter, Executive Director, Berks County Planning Commission, SRPRA Board Member
 - Thomas DiBello, Montgomery County Commissioner, SRPRA Deputy Treasurer (joined during meeting)
-

Call to Order

Mayor Peter Urscheler, SRPRA Treasurer, called the meeting to order at 4:05 p.m.

Approval of July 16, 2025 Meeting Minutes – Action

David Hunter motioned to approve the minutes of the July 16, 2025 Finance Committee meeting. Peter Urscheler seconded the motion. Hearing no objections, the minutes were approved as presented.

Committee Member Comments

There were no comments from committee members.

Public Comment on Agenda Items

Executive Director Thomas Frawley confirmed no members of the public were present, and no comments were submitted via the chat or Q&A features. The Committee therefore waived the reading of the meeting comment policy.

Executive Director's Report

Federal Reimbursement Status

- The most recent invoice submitted for the Federal Railroad Administrations (FRA), Step 1 Corridor Program, covered May and June 2025 expenses, totaling \$5,006.73. It was submitted July 31 and reimbursed by the FRA on August 5, 2025.
- On August 19, the FRA directed SRPRA to prepare the final invoice for Step 1, ahead of transition into Step 2.
 - AECOM will submit their final invoice through August 15.
 - Mr. Frawley will also submit final personal charges through August 20.
 - The total Task 1 charges pending reimbursement amount to **\$45,684.31**.
 - The final Step 1 reimbursement request is expected to approach **\$50,000**.

Financial Summary

- **Prepaid Routine Bills (Auto-Paid):**
 - AnsweringService.com
 - Google (noted increase from \$91.58 to \$106.67)
 - Adobe
 - Intuit QuickBooks
 - **Total:** \$203.14
- **Outstanding Bills for Approval:**
 - Executive Director Invoice
 - AECOM (fully reimbursable under Step 1)
 - Virtual Farm Creative
 - **Total:** \$12,773.80
- **Insurance Renewal (Action Item):**
 - Directors and Officers Insurance renewal processed with KMRD Risk and Human Capital Solutions
 - **Amount:** \$2,257.00
 - Approved for payment by prior board authorization on July 28, 2025

Bank Balances:

- Current balance: \$441,471.14
- Projected balance after all bill payments: \$428,697.34

Payment of Bills – Action

Peter Urscheler motioned to approve:

- Ratification of prepaid routine bills between July 28 and August 20, 2025, totaling **\$203.14**,

- Payment of outstanding bills totaling **\$12,773.80**, and
- Payment of the insurance renewal invoice in the amount of **\$2,257.00** to KMRD Risk and Human Capital Solutions.

David Hunter motioned to approve the payments.

Peter Urscheler seconded the motion.

Hearing no objections, the motion was approved unanimously by all members present.

Other Business

Thomas Frawley reported that the invoice for Directors & Officers insurance had arrived after the preparation of the financial report but was included for action at this meeting per prior authorization. No other business was brought before the committee.

General Public Comment

Mr. Frawley confirmed that no members of the public were present or had submitted comments.

Adjournment

David Hunter motioned to adjourn the meeting.

Peter Urscheler seconded the motion.

Hearing no objections, the meeting was adjourned.

Respectfully submitted,

Kathy Morris

Recording Secretary

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
SEPTEMBER 17, 2025

EXECUTIVE DIRECTOR'S REPORT TO THE FINANCE COMMITTEE



**SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE REPORT
TO BE PRESENTED AT MEETING HELD SEPTEMBER 17, 2025 AT 4:00 PM
PREPARED SEPTEMBER 15-16, 2025**

This report summarizes financial actions since the August 20, 2025 Finance Committee Meeting. It is intended to be presented at the September 17, 2025 meeting of the Finance Committee. Actions taken by the Committee on September 17, will be reported to the SRPRA Board at its September 22, 2025 meeting. In addition, actions taken by the Committee at its August 20 meeting will also be reported to the SRPRA Board at its September 22 meeting, because the Board meeting originally scheduled for August 25 was 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 final request for reimbursement of Step 1 expenditures, in the amount of \$48,325.96 was submitted to the FRA on August 21. As of September 16, it remains unpaid.

Payment of Bills – Since the August 20, 2025 Finance Committee Meeting, four routine monthly bills have been received and paid; these charges remain to be ratified by the Committee and Board. Payees are AnsweringService.com, Google, Adobe, and Intuit/QuickBooks. The monthly charge for Google increased from \$106.67 last month to \$111.94 this month, resulting in the total of these four routine monthly bills increasing from \$203.14 to \$208.41. A fifth bill, consisting of the annual premium for the Authority's Directors and Officers E&O policy was paid on August 22 in the amount of \$2,257.00. This expenditure was paid based on authority delegated to the Committee by the Board at its July 28 meeting, but should still be ratified by the Board at its September 22 meeting.

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	09/02/2025
\$111.94	Google	Google Suite Monthly Fee	09/02/2025
\$21.19	Adobe	Acrobat Pro Monthly Fee	09/05/2025
\$40.28	Intuit/QuickBooks	QuickBooks Subscription	09/16/2025
\$208.41	SUBTOTAL		
\$2,257.00	KMRD Insurance Brokers	Annual Insurance Premium	08/22/2025
\$2,465.41	TOTAL		

BILLS DUE AND PAYABLE

AMOUNT	PAYEE	DESCRIPTION	BILL DATE
\$6,780.00	Thomas E. Frawley Consulting	Exec Dir Compensation, August 2025	09/05/2025
\$2,400.00	Virtual Farm Creative, Inc	September Fee	08/25/2025
\$790.66	AECOM	Invoice #18, 02-15AUG2025	08/22/2025
\$9,970.66	TOTAL		

The current total balance of SRPRA's accounts is \$427,774.15. Upon payment of the three outstanding bills tabulated above and totaling \$9,970.66, the remaining balance in the Authority's accounts, not including interest earned subsequent to the time of this report, will be \$417,803.49.

Regarding receivables from FRA, the final request for reimbursement of Step 1 expenditures, in the amount of \$48,325.96 was submitted to the FRA on August 21, in anticipation of advancement into Step 2. The final request includes Task 1 (Administration) expenditures from September 2024 through August 22, 2025 and Task 2 (Technical) charges from July 1, 2025 through August 22, 2025. The reimbursement remains outstanding as of September 16.

Other Business

Nothing additional to report.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
SEPTEMBER 17, 2025

BILLS RECEIVED SINCE AUGUST 20, 2025 COMMITTEE 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: 36
Start Date: 26SEP2022	Invoice Number: 2025-08
	Invoice Date: 05SEP2025

Invoice for services performed as Executive Director of the Schuylkill River Passenger Rail Authority for the period: Friday, August 1, 2025 through Sunday, August 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
August 2025 - SRPRA (Not CIDP Reimbursable)		36.80	\$150.00	\$5,520.00
August 2025 - CIDP Step 1 Reimbursable		8.40	\$150.00	\$1,260.00
		45.20		\$6,780.00

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

TOTAL CHARGES THIS INVOICE - LABOR AND EXPENSES	
	\$6,780.00

CHARGES ELIGIBLE FOR REIMBURSEMENT UNDER CIDP GRANT AGREEMENT		
August 2025 Labor - CIDP Step 1 Reimbursable - Task 1		\$1,260.00
August 2025 Labor - CIDP Step 1 Reimbursable - Task 2		\$0.00
August 2025 Expenses - CIDP Step 1 Reimbursable		\$0.00
August 2025 Total CIDP Step 1 Reimbursable		\$1,260.00

INVOICE LABOR, EXPENSES, AND HOURS SUMMARY AND STATUS			
	LABOR	EXPENSES	TOTAL
CHARGED PRIOR TO 01AUG2025	\$370,400.41	\$8,883.41	\$379,283.82
CHARGED DURING 01AUG2025 - 31AUG2025	\$6,780.00	\$0.00	\$6,780.00
OVERALL CHARGED TO DATE	\$377,180.41	\$8,883.41	\$386,063.82
PREVIOUS INVOICES OUTSTANDING	\$0.00	\$0.00	\$0.00
TOTAL INVOICES OUTSTANDING INCLUDING THIS INVOICE	\$6,780.00	\$0.00	\$6,780.00

	HOURS
HOURS EXPENDED PRIOR TO 01AUG2025	2,917.15
TOTAL HOURS CHARGED DURING 01AUG2025 - 31AUG2025	45.20
TOTAL HOURS CHARGED 01SEP2022 THROUGH 31AUG2025	2,962.35

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

05-SEP-2025
DATE


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

SRPRA Hours - Friday, August 1, 2025 through Sunday, August 31, 2025

Invoice Number: 2025-08

Invoice Date: 05SEP2025

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED MONTHLY EXECUTIVE DIRECTOR'S REPORT)
Friday	1	3.75	Input to Revised Articles; Monthly Report and Invoice
Saturday	2	0.00	
Sunday	3	0.00	
Monday	4	3.25	Input to Revised Articles; Monthly Report and Invoice; GRCA Emails
Tuesday	5	1.00	Update PPT; Emails
Wednesday	6	0.80	Prepare for Thrsday Meeting
Thursday	7	2.50	GRCA Meeting; Emails
Friday	8	0.40	D&O Insurance Renewal
Saturday	9	0.00	
Sunday	10	0.00	
Monday	11	0.50	Emails
Tuesday	12	3.00	Meeting Materials
Wednesday	13	2.00	Marketing Team Meeting Including Prep and Follow Up
Thursday	14	2.50	Senator Fetterman Staff Meeting; Commissioners Briefing re UP+NS
Friday	15	1.00	Emails
Saturday	16	0.00	
Sunday	17	0.00	
Monday	18	2.00	Amtrak Meeting; Prep Finance Cmte Meeting Materials
Tuesday	19	2.80	David Hunter Meeting; Finalize Previous Meeting Minutes
Wednesday	20	3.00	Finance Cmte Meeting; D&O Insurance Renewal; Update FAQs on Web
Thursday	21	0.80	Berks Technical Working Group Meeting and Follow Up
Friday	22	0.75	Review Draft Meeting Minutes; Pay Bills
Saturday	23	0.00	
Sunday	24	0.00	
Monday	25	1.00	Quarterly CIDP Report
Tuesday	26	1.75	Chuck Spitulnik Meeting; FRA Emails; Quarterly CIDP Report
Wednesday	27	0.00	
Thursday	28	3.00	Congressional Delegation Emails; Banking Bill-Pay Issue
Friday	29	1.00	Senator McCormick Staff Emails; DC Travel Plans
Saturday	30	0.00	
Sunday	31	0.00	
Task Totals:		36.80	

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

Date: 05-SEP-2025

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

CIDP Hours - Friday, August 1, 2025 through Sunday, August 31, 2025

Invoice Number: 2025-08

Invoice Date: 05SEP2025

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED EXECUTIVE DIRECTOR'S REPORT)	MONTHLY
Friday	1	0.40	Resolve AECOM Invoice (Task 1)	
Saturday	2	0.00		
Sunday	3	0.00		
Monday	4	1.25	Monthly Report and Invoice (Task 1)	
Tuesday	5	2.80	AECOM Call; Emails (Task 1)	
Wednesday	6	1.70	Update Grant Amendment Request Form (GARF) (Task 1)	
Thursday	7	0.00		
Friday	8	0.00		
Saturday	9	0.00		
Sunday	10	0.00		
Monday	11	0.00		
Tuesday	12	0.50	AECOM Update and Emails (Task 1)	
Wednesday	13	0.00		
Thursday	14	0.00		
Friday	15	0.00		
Saturday	16	0.00		
Sunday	17	0.00		
Monday	18	0.00		
Tuesday	19	0.50	Prepare Final Step 1 Invoice (Task 1)	
Wednesday	20	0.25	Prepare Final Step 1 Invoice (Task 1)	
Thursday	21	1.00	Complete and submit Final Step 1 Invoice (Task 1)	
Friday	22	0.00		
Saturday	23	0.00		
Sunday	24	0.00		
Monday	25	0.00		
Tuesday	26	0.00		
Wednesday	27	0.00		
Thursday	28	0.00		
Friday	29	0.00		
Saturday	30	0.00		
Sunday	31	0.00		

Task 1 Hours:	8.40
Task 2 Hours:	0.00
Total Hours:	8.40

Certified: _____



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

Date: 05-SEP-2025

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
Expenses - Friday, August 1, 2025 through Sunday, August 31, 2025
Invoice Number: 2025-08
Invoice Date: 05SEP2025

[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: 05-SEP-2025

VFC, Inc.

31A Ridge Road, Suite One
Phoenixville, Pennsylvania 19460

VirtualFarm.com

Invoice

Date	Invoice No.
8/25/2025	15452

SRPRA
Thomas Freawley

[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: 2001054285

Invoice Date: 21-AUG-25

Invoice Due Date: 05-OCT-25

Amount Due: \$790.66 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: 21-AUG-25
Invoice Number: 2001054285

Payment Term: 45 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60727639
Bill Through Date : 02-AUG-25 - 15-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	08-AUG-25	1.00	87.76	87.76	
Riebeling, Heather A	15-AUG-25	1.00	87.76	87.76	
Total Labor Multiplier		2.00		175.52	175.52

Task Total : Project Mgmt / Admin

175.52

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	15-AUG-25	2.00	73.04	146.08	
Total Labor Multiplier		2.00		146.08	146.08

Task Total : SDP Project Schedule

146.08

Lump Sum

<u>Description</u>	<u>Billed Amt</u>
Direct Labor	321.60
Overhead (123.50%)	397.18
Fee (10%)	71.88

Total Lump Sum

469.12

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

790.66

Invoice Summaries	
Total Current Amount :	790.66
Retention Amount :	0.00
Pre-Tax Amount :	790.66
Tax Amount :	0.00
Total Invoice Amount :	790.66

Billing Summaries					
<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Limit</u>	<u>Remain</u>
Billings	790.66	338,187.18	338,977.84	405,143.60	66,165.76
Tax	0.00	0.00	0.00		
Billing Total :	790.66	338,187.18	338,977.84		

Schuylkill River Passenger Rail Authority
CIDP Step 1
Contract No. 2024-01
Invoice #20: August 2, 2025 – August 15, 2025
Progress Report #18: August 2, 2025 – August 15, 2025 - FINAL

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

Key Activities

- **Subtask 1.1 Administrative**
 - o Kept in communication with SRPRA and monitored FRA website for updates.
 - 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

- Complete any remaining closeout activities for Step 1.
- Begin project and billing setup and schedule weekly meetings if and when FRA provides authorization to proceed to Step 2.



**Schuylkill River Passenger Rail Authority
CIDP Step 1
Contract No. 2024-01
Invoice #20: August 2, 2025 – August 15, 2025
Billing Summary - FINAL**

AECOM Invoice #20 (partial August 2025)	
Direct Labor	\$ 321.60
Overhead (123.5%)	\$ 397.18
Fee (10.0%)	\$ 71.88
Total	\$ 790.66

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

Heather Riebeling, P.E.
Deputy Project Manager