



SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
MARCH 18, 2026

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Schuylkill River Passenger Rail Authority

FINANCE COMMITTEE

Meeting Agenda

March 18, 2026, 4:00 pm

1. Call to Order
2. Approve minutes from February 18 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 Schuylkill River Passenger Rail Authority Finance Committee will be conducted as a virtual meeting at 4:00 PM on Wednesday, April 15, 2026. All SRPRA Finance Committee meetings are open to the public and are conducted as Zoom webinars.

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

www.GoSRPRA.com

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
MARCH 18, 2026

DRAFT MINUTES FROM FEBRUARY 18, 2026 COMMITTEE MEETING

Schuylkill River Passenger Rail Authority Finance Committee Meeting

Date: February 18, 2026

Time: 4:06 PM

Location: Virtual (Zoom)

Attendees

- Peter Urscheler (Chair)
- Commissioner Tom DiBello
- Pam Menet
- Thomas Frawley (Executive Director)

Absentees

None noted.

Meeting Summary

The meeting was called to order at 4:06 PM by Chair Peter Urscheler. Chair Urscheler welcomed Pam Menet as a newly appointed member of the Finance Committee.

Approval of Minutes: The January 21, 2026 Finance Committee meeting minutes were presented for approval. A motion was made by Pam Menet and seconded by Mayor Urscheler. With no opposition, the minutes were approved.

Committee Member Comments: No committee member comments were offered.

Public Comment: No members of the public were present. Reading of the rules for public comment was waived.

Executive Director's Report

Mr. Frawley reported receipt of four routine auto-paid bills (Adobe Acrobat, AnsweringService.com, QuickBooks, and Google Workspace) totaling \$208.41. These require ratification by the committee and approval by the full board.

Two additional invoices were received from the Executive Director and Virtual Farm Creative totaling \$12,311.95. These invoices require committee recommendation and board approval prior to payment.

LSA Grant Updates: The recently awarded \$406,575 LSA grant agreement remains pending execution. Additionally, a formal request was submitted to DCED on January 16, 2026 seeking a three-year extension of the original \$250,000 LSA grant through June 30, 2029, with revised language clarifying its use as matching funds for Step 2.

2026 County Contributions: Draft contribution request memoranda were circulated. Requests will be formally submitted to the three counties following the upcoming board meeting.

A motion was made by Commissioner DiBello and seconded by Pam Menet was made to approve prepaid bills totaling \$208.41 and outstanding invoices totaling \$12,311.95, and to recommend these payments to the full board. The motion carried.

Other Business

No additional business was presented.

Adjournment

A motion to adjourn was made by Pam Menet and seconded by Mayor Urscheler. The meeting adjourned at approximately 4:12 PM. The next Finance Committee meeting is scheduled for March 18, 2026.

Respectfully submitted,

Kathy Morris
Recording Secretary

DRAFT

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
MARCH 18, 2026

EXECUTIVE DIRECTOR'S REPORT TO THE FINANCE COMMITTEE



**SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE REPORT
TO BE PRESENTED AT MEETING HELD MARCH 18, 2026 AT 4:00 PM
PREPARED MARCH 12 & 16, 2026**

This report summarizes financial actions since the February 18, 2026 Finance Committee Meeting. It is intended to be presented at the March 18, 2026 meeting of the Finance Committee. Actions taken by the Committee on March 18, 2026 will be reported to the SRPRA Board at its March 23, 2026 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.

2026 County Contributions – Requests for budgeted contributions for 2026 were sent on February 24. Funds from Chester County were received electronically on March 10. Contributions from Berks and Montgomery Counties remain outstanding.

Payment of Bills – Since the February 18, 2026 Finance Committee Meeting, four routine monthly bills have been received and auto-paid; these charges remain to be ratified by the Committee and Board. Payees are Adobe, AnsweringService.com, Intuit, and Google.

ROUTINE BILLS RECEIVED AND PAID (AUTO-PAY)

AMOUNT	PAYEE	DESCRIPTION	PAYMENT DATE
\$21.19	Adobe	Acrobat Pro Monthly Fee	03/05/2026
\$35.00	AnsweringService.com	Monthly Fee	03/02/2025
\$40.28	Intuit	QuickBooks Monthly Fee	03/16/2026
\$111.94	Google	Google Suite Workspace	03/02/26
\$208.41	TOTAL		

In the same general timeframe, two routine monthly bills have been received and both are due and will become payable upon Finance Committee and Board approval. Payees are the Executive Director and Virtual Farm Creative. There is no bill from AECOM this month due to work having been suspended after completion of FRA CIDP Step 1 and work not yet having begun on Step 2. Copies of the two outstanding bills are included in the Finance Committee meeting packet.

BILLS DUE AND PAYABLE

AMOUNT	PAYEE	DESCRIPTION	BILL DATE
\$13,042.93	Thomas E. Frawley Consulting	Exec Dir Comp, February 2026	03/05/2026
\$2,400.00	Virtual Farm Creative, Inc	March Fee	02/25/2026
\$15,442.93	TOTAL		

The current total balance of SRPRA’s accounts is \$504,546.06. Upon payment of the two outstanding bills tabulated above and totaling \$15,442.93, the remaining balance in the Authority’s accounts, not including interest earned subsequent to the time of this report, will be \$489,103.13.

LSA Grants

New LSA Grant Award – The grant agreement for the December 18, 2025 award by the Pennsylvania Commonwealth Finance Agency (CFA) in the amount of \$406,575 was received and executed electronically on February 24.

Existing \$250k LSA Grant Amendment – The request sent to PA DCED on January 16, 2026, seeking amendment of the grant agreement to revise the grant term end date from June 30, 2026 to June 30, 2029 and to add new language regarding the purpose of the grant that explicitly identifies use as matching funds for the CIDP Step 2 grant, remains under consideration by DCED.

Grant Opportunities

Mayor Urscheler has provided information regarding Pennsylvania DCED Multimodal Transportation Fund grants that may be used for the development, rehabilitation, and enhancement of transportation assets. Grants are available for projects with a total cost of \$100,000 or more, and grants shall not exceed \$3,000,000 for any project. Although typically subject to a 30% local match requirement, this has been waived for certain types of applicants, including municipalities and transportation authorities, through this year. Applications are due July 31. The Executive Director is exploring the merits of SRPRA applying itself, as well as encouraging our planned station communities to apply, for funding the planning and design of passenger rail station facilities outside of the FRA Corridor Program.

Other Business

Nothing to Report

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
MARCH 18, 2026

BILLS RECEIVED SINCE FEBRUARY 18, 2026 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: 42
Start Date: 26SEP2022	Invoice Number: 2026-02
	Invoice Date: 05MAR2026

Invoice for services performed as Executive Director of the Schuylkill River Passenger Rail Authority for the period: Sunday, February 1, 2026 through Saturday, February 28, 2026. During February there were no charges related to the Federal Railroad Administration's Corridor Identification and Development Program that would be reimbursable under the CIDP.

LABOR, INCLUDING OVERHEAD AND FEE				
ELEMENT DESCRIPTION		TASK HOURS	CONTRACT RATE	TOTAL LABOR CHARGES
February 2026 - SRPRA (Not CIDP Reimbursable)		77.80	\$150.00	\$11,670.00
February 2026 - CIDP Step 1 Reimbursable		0.00	\$150.00	\$0.00
		77.80		\$11,670.00

EXPENSES, AT COST			
DESCRIPTON OF EXPENSES		NOTES	EXPENSES INVOICED
February 2026 - SRPRA (Not CIDP Reimbursable)			\$1,372.93
February 2026 - CIDP Step 1 Reimbursable			\$0.00
			\$1,372.93

TOTAL CHARGES THIS INVOICE - LABOR AND EXPENSES	\$13,042.93
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CHARGES ELIGIBLE FOR REIMBURSEMENT UNDER CIDP GRANT AGREEMENT		
February 2026 Labor - CIDP Step 1 Reimbursable - Task 1		\$0.00
February 2026 Labor - CIDP Step 1 Reimbursable - Task 2		\$0.00
February 2026 Expenses - CIDP Step 1 Reimbursable		\$0.00
February 2026 Total CIDP Step 1 Reimbursable		\$0.00

INVOICE LABOR, EXPENSES, AND HOURS SUMMARY AND STATUS			
	LABOR	EXPENSES	TOTAL
CHARGED PRIOR TO 01FEB2026	\$411,125.41	\$13,419.76	\$424,545.17
CHARGED DURING 01FEB2026 - 28FEB2026	\$11,670.00	\$1,372.93	\$13,042.93
OVERALL CHARGED TO DATE	\$422,795.41	\$14,792.69	\$437,588.10
PREVIOUS INVOICES OUTSTANDING	\$0.00	\$0.00	\$0.00
TOTAL INVOICES OUTSTANDING INCLUDING THIS INVOICE	\$11,670.00	\$1,372.93	\$13,042.93

	HOURS
HOURS EXPENDED PRIOR TO 01FEB2026	3,188.65
TOTAL HOURS CHARGED DURING 01FEB2026 - 28FEB2026	77.80
TOTAL HOURS CHARGED 01SEP2022 THROUGH 28FEB2026	3,266.45

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-MAR-2026
DATE

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 SRPRA Hours - Sunday, February 1, 2026 through Saturday, February 28, 2026
 Invoice Number: 2026-02
 Invoice Date: 05MAR2026

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED MONTHLY EXECUTIVE DIRECTOR'S REPORT)
Sunday	1	0.00	
Monday	2	1.00	LSA Grant Follow Up; Update Contacts List
Tuesday	3	2.00	Monthly Report and Invoice
Wednesday	4	0.00	
Thursday	5	1.90	Program Acceleration Strategy
Friday	6	4.00	LSA Emails; Draft Step 2 PMP; Step 2 Alternatives Analysis
Saturday	7	0.00	
Sunday	8	5.50	Draft Step 2 PMP; Step 2 Alternatives Analysis
Monday	9	4.75	Planning Team call; Step 2 Materials
Tuesday	10	4.70	Step 2 Materials; Request County Contributions; Travel to Crystal City
Wednesday	11	10.00	AASHTO CORT Conference
Thursday	12	6.50	AASHTO CORT Conference and Return Travel
Friday	13	3.00	AASHTO CORT Conference Notes; Step 2 Alternatives Analysis
Saturday	14	0.00	
Sunday	15	0.00	
Monday	16	0.00	
Tuesday	17	5.60	Monthly Commissioners Briefing; Calls w/ Pam Menet & Angela Watson
Wednesday	18	6.20	Finance Committee; Meeting with Customers Bank
Thursday	19	3.45	Berks Technical Call; PennDOT Scranton Meeting; Review EBGX Grant
Friday	20	4.00	Board Packet; Advocacy Priorities List; Heidelberg Twp Call
Saturday	21	0.00	
Sunday	22	0.00	
Monday	23	3.60	Board Meeting including Prep
Tuesday	24	1.75	Maillie Engagement Letter and Audit Account Materials; LSA Grant
Wednesday	25	4.85	Marketing Team Call; 2025 Audit Materials; Step 2 Alternatives Analysis
Thursday	26	4.00	SEPTA Call; Step 2 Alternatives Analysis; Step 2 PMP
Friday	27	1.00	SRPRA 2026 Calendar
Saturday	28	0.00	
Task Totals:		77.80	



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

Date: 05-MAR-2026

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

CIDP Hours - Sunday, February 1, 2026 through Saturday, February 28, 2026

Invoice Number: 2026-02

Invoice Date: 05MAR2026

DAY	DATE	HOURS	DESCRIPTION OF PRIMARY ACTIVITIES PERFORMED (ADDITIONAL INFORMATION PROVIDED IN ATTACHED MONTHLY EXECUTIVE DIRECTOR'S REPORT)
Sunday	1	0.00	
Monday	2	0.00	
Tuesday	3	0.00	
Wednesday	4	0.00	
Thursday	5	0.00	
Friday	6	0.00	
Saturday	7	0.00	
Sunday	8	0.00	
Monday	9	0.00	
Tuesday	10	0.00	
Wednesday	11	0.00	
Thursday	12	0.00	
Friday	13	0.00	
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	0.00	
Saturday	28	0.00	

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

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

Date: 05-MAR-2026

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 Expenses - Sunday, February 1, 2026 through Saturday, February 28, 2026
 Invoice Number: 2026-02
 Invoice Date: 05MAR2026

EXPENSES THIS INVOICE			
DATE	DESCRIPTION	AMOUNT	NOTES
10-Feb-26	AASHTO CORT Conference Registration	\$650.00	
10-Feb-26	Personal Auto: Berwyn-Wilmington DE	\$22.48	31 Miles @ \$0.725 per mile
10-Feb-26	Amtrak: WIL - WAS	\$22.00	Lowest Available Fare
10-Feb-26	WMATA Metrorail	\$3.10	
10-Feb-26	Hotel Shuttle Van Driver Tip	\$2.00	
10-Feb-26	Travel Meal: Dinner	\$38.20	Doubletree
10-Feb-26	Food & Beverage Credit	-\$15.00	Hilton Honors
10-Feb-26	Hotel Room	\$196.00	Lowest Available Rate
10-Feb-26	Room Sales Tax	\$11.76	
10-Feb-26	Room Occupancy Tax	\$16.17	
10-Feb-26	Housekeeper Tip	\$5.00	
11-Feb-26	Travel Meal: Breakfast	\$0.00	Included in Event Registration
11-Feb-26	Travel Meal: Lunch	\$0.00	Included in Event Registration
11-Feb-26	Travel Meal: Dinner	\$38.20	Doubletree
11-Feb-26	Food & Beverage Credit	-\$15.00	Hilton Honors
11-Feb-26	Hotel Room	\$196.00	Lowest Available Rate
11-Feb-26	Room Sales Tax	\$11.76	
11-Feb-26	Room Occupancy Tax	\$16.17	
11-Feb-26	Housekeeper Tip	\$5.00	
12-Feb-26	Travel Meal: Breakfast	\$0.00	Included in Event Registration
12-Feb-26	Hotel Shuttle Van Driver Tip	\$2.00	
12-Feb-26	WMATA Metrorail	\$3.10	
12-Feb-26	Travel Meal: Lunch	\$13.26	Chik-Fil-A
12-Feb-26	Amtrak: WAS-WIL	\$39.00	Lowest Available Fare
12-Feb-26	Parking: Wilmington Parking Authority	\$24.00	
12-Feb-26	Personal Auto: Wilmington DE - Berwyn	\$22.48	31 Miles @ \$0.725 per mile
18-Feb-26	Personal Auto: Berwyn - Wyomissing RT	\$65.25	90 Miles @ \$0.725 per mile

Task 1 Total: **\$1,372.93**

Total Expenses - SRPRA:	\$1,372.93
Total Expenses - CIDP Step 1 Reimbursable:	\$0.00

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

Date: 05-MAR-2026



VFC, Inc.
 31A Ridge Road, Suite One
 Phoenixville, Pennsylvania 19460
VirtualFarm.com

Invoice

Date	Invoice No.
2/25/2026	15731

SRPRA
 Thomas Freawley

Terms
Net 30

Description	Amount
ANNUAL MARKETING PARTNERSHIP: March 2026	2,400.00
Refer to proposal for defined plan elements and reactionary marketing consultation (start date 1/1/2026, end date 12/31/2026)	
Billed monthly \$2400.00	
Sales Tax	0.00
Total	\$2,400.00

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!