



SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
APRIL 22, 2026

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Schuylkill River Passenger Rail Authority

FINANCE COMMITTEE

Meeting Agenda

April 22, 2026, 4:00 pm

NOTE: THIS MEETING WAS ORIGINALLY SCHEDULED TO BE HELD
ON APRIL 15 BUT WAS NOT CONVENED ON THAT DATE.

1. Call to Order
2. Approve minutes from March 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, May 13, 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
APRIL 22, 2026

DRAFT MINUTES FROM MARCH 18, 2026 COMMITTEE MEETING



Schuylkill River Passenger Rail Authority
Finance Committee Meeting Minutes

Date: March 18, 2026

Time: 4:04 PM

Location: Virtual (Zoom)

Attendees

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

Absentees

- Commissioner Tom DiBello (not present at start; no formal attendance recorded)

Call to Order

The meeting was called to order at 4:04 PM by Chair Peter Urscheler after confirming a quorum and resolving minor technical issues.

Approval of Minutes:

The February 18, 2026, Finance Committee meeting minutes were presented for approval. A motion was made by Pam Menet and seconded by Chair Urscheler. With no objections, the minutes were approved.

Committee Member Comments:

No comments were offered by committee members.

Public Comment:

No members of the public were present. Reading of the public comment policy was waived.

Executive Director's Report

Mr. Frawley provided the following updates:

2026 County Contributions:

Formal requests were sent on February 24, 2026. Chester County submitted its contribution on March 10, 2026. Contributions from Berks and Montgomery Counties remain outstanding.

Payment of Bills:

Four routine auto-paid monthly bills (Adobe Acrobat, AnsweringService.com, QuickBooks, and Google Workspace) totaling **\$208.41** were reported.

Two additional invoices were received:

- Executive Director services
- Virtual Farm Creative

These total **\$15,442.93** and remain subject to committee recommendation and board approval.

No invoice was received from AECOM, as work remains paused between CIDP Step 1 and Step 2.

Account Balances:

- Current balance: **\$504,546.06**
- Projected balance after payment: **\$489,103.13**

LSA Grant Updates

- The **\$406,575 LSA grant agreement** was executed on February 24, 2026.
- A previously awarded **\$250,000 LSA grant** (via Montgomery County) is pending extension.
- A formal request has been submitted to extend the term through **June 30, 2029** to align with CIDP Step 2 funding requirements.

Discussion confirmed that the extension request was submitted in advance of the deadline and is currently in process.

New Grant Opportunity

Mr. Frawley reported on a **DCED Multimodal Transportation Fund grant opportunity**, which:

- Is open to transportation authorities and municipalities
- Waives the typical 30% match requirement for this cycle
- Has a deadline at the end of July

The Authority is exploring potential applications related to **station planning and design** in Phoenixville, Pottstown, and Reading.

Motions

A motion was made by Pam Menet and seconded by Chair Urscheler to:

- Ratify prepaid bills totaling **\$208.41**
- Approve outstanding invoices totaling **\$15,442.93**
- Recommend both to the full Board for final approval

With no objections, the motion carried.

Other Business

No additional business was presented.

Public Comment (General)

No public comments were received.

Adjournment

A motion to adjourn was made by Pam Menet and seconded by Chair Urscheler.

The meeting adjourned at approximately **4:14 PM**.

The next Finance Committee meeting is scheduled for **April 15, 2026, at 4:00 PM**.

Respectfully submitted,

Kathy Morris

Recording Secretary

DRAFT

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
APRIL 22, 2026

EXECUTIVE DIRECTOR'S REPORT TO THE FINANCE COMMITTEE



**SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE REPORT
TO BE PRESENTED AT MEETING HELD APRIL 22, 2026 AT 4:00 PM
PREPARED APRIL 19 AND 20, 2026**

This report summarizes financial actions since the March 18, 2026 Finance Committee Meeting. It is intended to be presented at the April 22, 2026 meeting of the Finance Committee. Actions taken by the Committee on April 22, 2026 will be reported to the SRPRA Board at its April 27, 2026 meeting.

The Finance Committee was scheduled to meet on April 15 but was not convened due to oversight of the Executive Director. The Committee currently meets on the third Wednesday of every month but is proposed to meet on the Wednesday prior to the fourth Monday of every month, as described under Other Business. Meetings of the Finance Committee are held at 4:00 PM and employ a virtual webinar format. Meetings 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 March 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	04/06/2026
\$35.00	AnsweringService.com	Monthly Fee	03/31/2025
\$40.28	Intuit	QuickBooks Monthly Fee	04/16/2026
\$111.94	Google	Google Suite Workspace	04/01/26
\$208.41	TOTAL		

In the same general timeframe, three routine monthly bills have been received and all are due and will become payable upon Finance Committee and Board approval. Payees are the Executive Director, Virtual Farm Creative, and Kozloff Stoudt. 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 three outstanding bills are included in the Finance Committee meeting packet.

BILLS DUE AND PAYABLE

AMOUNT	PAYEE	DESCRIPTION	BILL DATE
\$9,341.35	Thomas E. Frawley Consulting	Exec Dir Comp, March 2026	04/07/2026
\$2,400.00	Virtual Farm Creative, Inc	April Fee	03/25/2026
\$937.90	Kozloff Stoudt	Services Through March 23	04/14/2026
\$12,679.25	TOTAL		

The current total balance of SRPRA’s accounts is \$490,324.79. Upon payment of the three outstanding bills tabulated above and totaling \$12,679.25, the remaining balance in the Authority’s accounts, not including interest earned subsequent to the time of this report, will be \$477,645.54.

LSA Grants

\$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 of the LSA grant as matching funds for the CIDP Step 2 grant, remains under consideration by DCED.

Grant Opportunities

Information regarding Pennsylvania DCED Multimodal Transportation Fund grants that may be used for the development, rehabilitation, and enhancement of transportation assets, was shared with the Brouchs of Phoenixville and Pottstown, and the City of Reading. The Borough of Pottstown is actively working with DVRPC, which is nearing its station area study in Pottstown, to define one or more grant applications that could complement the SRPRA passenger rail project. Because the grants are primarily oriented towards construction projects, the Executive Director has concluded it would be premature for SRPRA to pursue such funding. However, SRPRA remains available to coordinate with the municipalities in the corridor in their potential pursuit of such funding.

Other Business

Proposed Meeting Schedule Adjustments for 2026 – The April Finance Committee meeting, which was scheduled for Wednesday, April 15 and advertised after formal adoption at the December 2025 SRPRA Board meeting, was not convened and was re-scheduled to Wednesday, April 22, which is the Wednesday prior to the April Board meeting, which is scheduled for April 27. (The change in the Finance Committee meeting schedule was published on the SRPRA website on April 15.) The originally scheduled date was based on the meetings being held on the third Wednesday of each month, so as to precede the monthly Board meeting, which is scheduled for the fourth Monday of each month, by just a few days. Subsequently, the schedule for Finance Committee meetings for the balance of 2026 was reviewed, and this same delay between the Finance Committee and Authority Board meetings would occur for the July and September meetings. To address this issue, it is proposed that the July 2026 meeting be moved from July 15th to the 22nd, and that the September meeting be moved from the 16th to the 23rd. In addition, it is proposed that the scheduling pattern for Finance Committee meetings in future years be “the Wednesday preceding the Monday upon which the monthly SRPRA Board meeting is scheduled to be held.”

Budget Update – The Executive Director anticipates preparing a draft budget for 2026-2028 for consideration by the Finance Committee at its meeting of May 13, 2026.

SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY
FINANCE COMMITTEE MEETING PACKET
APRIL 22, 2026

BILLS RECEIVED SINCE MARCH 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: 43
Start Date: 26SEP2022	Invoice Number: 2026-03
	Invoice Date: 07APR2026

Invoice for services performed as Executive Director of the Schuylkill River Passenger Rail Authority for the period: Sunday, March 1, 2026 through Tuesday, March 31, 2026. During March 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
March 2026 - SRPRA (Not CIDP Reimbursable)		62.15	\$150.00	\$9,322.50
March 2026 - CIDP Step 1 Reimbursable		0.00	\$150.00	\$0.00
		62.15		\$9,322.50

EXPENSES, AT COST			
DESCRIPTON OF EXPENSES		NOTES	EXPENSES INVOICED
March 2026 - SRPRA (Not CIDP Reimbursable)			\$18.85
March 2026 - CIDP Step 1 Reimbursable			\$0.00
			\$18.85

TOTAL CHARGES THIS INVOICE - LABOR AND EXPENSES	
	\$9,341.35

CHARGES ELIGIBLE FOR REIMBURSEMENT UNDER CIDP GRANT AGREEMENT		
March 2026 Labor - CIDP Step 1 Reimbursable - Task 1		\$0.00
March 2026 Labor - CIDP Step 1 Reimbursable - Task 2		\$0.00
March 2026 Expenses - CIDP Step 1 Reimbursable		\$0.00
March 2026 Total CIDP Step 1 Reimbursable		\$0.00

INVOICE LABOR, EXPENSES, AND HOURS SUMMARY AND STATUS			
	LABOR	EXPENSES	TOTAL
CHARGED PRIOR TO 01MAR2026	\$422,795.41	\$14,792.69	\$437,588.10
CHARGED DURING 01MAR2026 - 31MAR2026	\$9,322.50	\$18.85	\$9,341.35
OVERALL CHARGED TO DATE	\$432,117.91	\$14,811.54	\$446,929.45
PREVIOUS INVOICES OUTSTANDING	\$0.00	\$0.00	\$0.00
TOTAL INVOICES OUTSTANDING INCLUDING THIS INVOICE	\$9,322.50	\$18.85	\$9,341.35

	HOURS
HOURS EXPENDED PRIOR TO 01MAR2026	3,266.45
TOTAL HOURS CHARGED DURING 01MAR2026 - 31MAR2026	62.15
TOTAL HOURS CHARGED 01SEP2022 THROUGH 31MAR2026	3,328.60

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

07-APR-2026
DATE

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 SRPRA Hours - Sunday, March 1, 2026 through Tuesday, March 31, 2026
 Invoice Number: 2026-03
 Invoice Date: 07APR2026

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	4.50	Ch 69 Interview; Biz Advocacy Talking Points; Monthly Report & Invoice
Friday	6	2.30	Route Options Analysis (Step 2 Task 3.1)
Saturday	7	0.00	
Sunday	8	0.00	
Monday	9	4.80	Planning Team call; Route Options (3.5 Hours); Berks Earth Day Plans
Tuesday	10	2.75	Route Options Analysis
Wednesday	11	3.50	Route Options Analysis (3.0 Hours); Berks Earth Day Plans
Thursday	12	4.50	Prep Commissioners Briefing and Finance Cmte; Route Options; Grants
Friday	13	2.00	Route Options (1.0 Hour); Kaplan Kirsch and APTA communication
Saturday	14	0.00	
Sunday	15	1.00	UP-NS Merger
Monday	16	3.75	Prep Commissioners Briefing and Finance Cmte; Route Options
Tuesday	17	3.15	Monthly Commissioners Briefing; Route Options Analysis (2.9 Hours)
Wednesday	18	1.15	Finance Committee meeting; emails
Thursday	19	3.00	Berks Technical Call; Prep Board Packet; Route Options (1.0 Hours)
Friday	20	3.20	Route Options (3.0 Hours); PennDOT emails
Saturday	21	0.00	
Sunday	22	0.00	
Monday	23	5.00	Board Meeting; Construction PPT; Route Options (2.5 Hours)
Tuesday	24	0.90	Construction Alliance PPT and Prep Call
Wednesday	25	4.50	Marketing Team Call; Route Options (2.5 Hours); emails
Thursday	26	3.90	Construction Alliance Meeting; Route Options (1.5 Hours)
Friday	27	1.75	Website update; New LSA Grant Agreement; emails
Saturday	28	0.00	
Sunday	29	0.00	
Monday	30	4.50	Purpose & Need (4 Hours); emails
Tuesday	31	2.00	emails
Task Totals:		62.15	




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

Date: 07-APR-2026

Thomas E. Frawley, P.E., Esq., MBA - Executive Director
 CIDP Hours - Sunday, March 1, 2026 through Tuesday, March 31, 2026
 Invoice Number: 2026-03
 Invoice Date: 07APR2026

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	
Sunday	29	0.00	
Monday	30	0.00	
Tuesday	31	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: 07-APR-2026



VFC, Inc.

31A Ridge Road, Suite One
Phoenixville, Pennsylvania 19460

VirtualFarm.com

Invoice

Date	Invoice No.
3/25/2026	15779

SRPRA
Thomas Freawley

Terms
Net 30

Description	Amount
ANNUAL MARKETING PARTNERSHIP: April 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!