



COUNTY OF HUNTERDON NEW JERSEY

HUMAN SERVICES ADVISORY COUNCIL LOCAL ADVISORY COMMITTEE ON ALCOHOLISM & DRUG ABUSE YOUTH SERVICES COMMISSION MENTAL HEALTH BOARD



908-788-1253
908-788-1372
908-806-4204 FAX

humansvc@co.hunterdon.nj.us

P.O. Box 2900
Flemington, New Jersey 08822-2900
(Location: 8 Gauntt Place)

REFERENCE:

- Council
- Mental Health
- Youth
- Disabled
- Substance Use Disorder
- Transportation

To be approved September 13, 2023

TRANSPORTATION ADVISORY COMMITTEE

Regular Meeting

Wednesday, July 12, 2023, 1:30 p.m.
Human Services Conference Room
and via Microsoft Teams

MINUTES

MEMBERS PRESENT

M. Westlake	K. Hillman
T. Shepherd	J. Hager
S. Lax	J. Ricketts

EX-OFFICIO

E. Neukum

STAFF

M. O'Reilly
K. McGann
K. Tustison
K. Fullerton

GUESTS

L. End
J. Kuhl
B. Miguel
K. Woodruff
V. Singletary

I. CONVENE: OPEN PUBLIC MEETING STATEMENT:

“This meeting is being held in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 – 10:4-21. Notice of this meeting has been provided in the Hunterdon County Democrat and the Courier News. A public notice announcing this meeting has also been placed in the lobbies of the Hunterdon County Department of Human Services, the first floor of the Main Street County Complex, 71 Main Street Building #1, Flemington, NJ; the first floor of the Route 12 County Complex, building #3, 314 State Route 12, Flemington, NJ and County Clerk’s Office.”

E. Neukum read the Open Public Meeting Statement and Opened the Transportation Advisory Committee meeting at 1:30 p.m. with a quorum present.

II. MINUTES: T. Shepherd made a motion and K. Hillman seconded to approve the minutes of May 10, 2023. All were in favor, the minutes of the May 10, 2023 meeting were approved.

CORRESPONDENCE:

III. PRESENTATION: SCDRTAP Public Hearing

IV. REPORTS:

A. Transportation – Erin Neukum: E. Neukum reported she received a call last week informing her catalytic converters had been stolen from two (2) LINK buses. She conveyed Easton Coach did a phenomenal job getting the buses back on the road. The parts were ordered, installed and the buses were back in service in less than a week. She thanked Easton Coach for the quick turnaround getting the buses back on the road. E. Neukum advised the County and Easton Coach are taking precautions before this happens again. Cameras will be installed around the County complex; fencing is a consideration along with cages being installed on the buses around the catalytic converters.

E. Neukum advised she received notice from New Jersey Transit regarding the 2016 Section 5310 application for three (3) vehicles. She conveyed we may receive these vehicles by the end of this year.

B. Systems Operations – Easton Coach: L. End reiterated Easton Coach did an excellent job getting the buses back on the road after the catalytic converters were stolen. Easton Coach is looking at all ways to prevent this from happening again. He was thankful the catalytic converters were available to be ordered, and they did not have to wait several months to receive the parts.

L. End reported Easton Coach's office staff is being retrained due to complaints regarding the process of booking trips. He added Easton Coach is receiving responses about available full-time and part-time positions. Currently, Easton Coach is working with a staff member who previously surrendered their CDL but is looking to reclaim it. They are hopeful the driver will be able to reclaim their CDL by the end of next week. He conveyed there is a part-time staff member who is also in the same situation. L. End conveyed Easton Coach received assistance from their parent company, Motor Coach, since their college shuffles are not running for the summer.

L. End reported Easton Coach has two (2) vans that do not require a CDL driver. One (1) van is at Easton Coach and is close to being put on the road. He conveyed the cameras, two-way radio, and tablet have all been installed; the van just needs to be lettered. The van will allow Easton Coach to hire a non-CDL driver. He mentioned the idea of dispatchers experiencing the other side of the situation, learning how to work the tablets, see more of the community and will meet the individuals they speak with on the phone.

L. End reported for the first half of 2023, ridership is up approximately 45% compared to last year. Easton Coach is seeing an increase of riders, there are seven to eight (7 – 8) demand service runs and seven (7) shuffles running daily.

L. End was asked how many rides are being cancelled. He explained it varies each day. He stated Easton Coach schedules those individuals who need transportation to work and doctor

appointments first thing in the morning; whereas individuals who are looking to go shopping are being pushed to a later time in the morning to accommodate more riders and decrease the number of cancelations.

K. Hillman asked L. End if the increase of ridership has been examined to see where it has increased. L. End stated that has not been examined, he has only glanced over their monthly sheets. He reported so far this year Easton Coach had completed close to 70,000 trips whereas this time last year they had only completed 43,000 trips.

K. Hillman expressed her concerns regarding proposed housing developments that will become mandated. She conveyed the increase of ridership should be examined to see what areas have seen the increase. Discussion ensued. L. End conveyed E. Neukum has reviewed the scheduling for the new housing complexes. The Shuffles will make a stop through these complexes to assist the primary areas. Discussion ensued. E. Neukum suggested working with goHunterdon to release a survey to the new housing complexes to ask when a stop at these locations will be needed.

C. Fiscal – Keith Tustison: K. Tustison conveyed he did not have the final numbers for the 2nd quarter report yet. He stated ridership has increased as L. End mentioned. The increases are on the shuffleruns as opposed to the demand service runs.

D. NJT Report – V. Singletary, Brian Miguel: V. Singletary reported the 2021 Section 5310 application is in the process of being routed out. She is hopeful it will be uploaded onto S-Rides by mid-August.

B. Miguel thanked E. Neukum for submitting the reimbursements for JARC Round 9. He reported JARC Round 10 applications are currently being reviewed and scored. This should be completed by the end of the week and a meeting will be scheduled with management to review the scores and have inclusion letters distributed to agencies by July 21, 2023.

B. Miguel conveyed two (2) new Grant Administrators for Community Transportation will be starting Monday, July 17, 2023. All agencies will be introduced to the new staff. B. Miguel informed the group they are internal candidates so they will not need to go through the orientation process.

B. Miguel announced he is leaving his position of Grant Administrator for NJ JARC. He will be starting his new role as Senior Coordinator Administrator concentrating on federal compliance. E. Neukum congratulated B. Miguel on his new role.

V. UNFINISHED BUSINESS: None at this time.

VI. NEW BUSINESS: None at this time.

VII. PUBLIC COMMENT:

***MOTION TO ADJOURN:** There being no further business, the meeting was adjourned at 1:56 pm. A motion was made by J. Hager and second by T. Shepherd. All were in favor. The next regular meeting will be held on September 13, 2023, at 1:30 pm. Members are requested to call the Department of Human Services if they are unable to attend.