

Agenda
Lower Salford Township
Communication Committee
August 21, 2024
7:30 p.m.

1. Call to order
2. Call to approve minutes from the July 2024 meeting - Chairperson
3. Call for public discussion and visitor comments - Chairperson
4. Old Business
 - a. New Resident welcome letter/packet
 - i. BOS guidance on next steps – Mr. Shelly
 - ii. Review of April-July new resident data - Committee
 1. Montgomery County property sales data
 2. Leadsplease change of address data
 - b. Business Outreach Letter distribution status - Ms. Hosterman
 - i. Township capacity for the initial mailing of letters?
 - ii. Other options for the initial mailing?
 - c. New Resident web page - Committee
 - i. Final recommendation for BOS consumption
5. New Business
 - a. Brainstorm the Communication Committee backlog of topics
6. Closing

New Resident Information web page (option 1, Trash Pickup Q&A)

The screenshot shows the homepage of Lower Salford Township. The header includes the township logo, name, and contact information. A navigation menu is visible below the header. The main content area is titled 'NEW RESIDENT INFORMATION' and contains a welcome message, a list of services, office hours for administrative and police departments, and links for constant contact, ready to report, and resident request portal. The section 'Who do I contact for trash pick-up?' is highlighted in yellow.

Who do I contact for trash pick-up?
 Trash and recycling is through private haulers. Recycling bins are available for new residents at the township office.

New Resident Information web page (option 2, Trash Collection link)

This screenshot is similar to the first one, showing the same 'NEW RESIDENT INFORMATION' page. However, the 'Trash Collection FAQs' link in the left sidebar is highlighted in yellow. The main content area remains the same, including the welcome message, services list, office hours, and contact links.

New Resident Information web page (option 3, Trash Pickup Q&A and Trash Collection link)

Language: [] [] Login Search []



LOWER SALFORD TOWNSHIP, PA

Phone (215) 256-8087 | Fax (215) 256-4847
379 Main Street, Harleysville, PA 19438

Home - News - Calendar - Your Community - Building & Zoning - Police - Parks, Open Spaces & Recreation

Senior Services - **New Resident Info**

NEW RESIDENT INFORMATION

Welcome to Lower Salford Township (Gemeinschaft!).

Lower Salford Township has four villages: Harleysville, Lederach, Mainland and Vemfield, and was established in 1741. The approximately 16,000 residents have access to an extensive trail system, 12 parks, including two historic farmsteads, a public golf course and the Harleysville Community Center with public pool.

We encourage you to check out all that Lower Salford Township has to offer. On this page are a few points of contact you may find helpful as you transition into the community.



[FAQs](#)
[Township Offices Map](#)
[History](#)
[Park Locations](#)
[Voting District Map](#)
[Quick Reference Guide](#)
[Budget & Taxes](#)
[Contacts & Links](#)

Trash Collection (FAQs)

Who do I contact for trash pick-up?
Trash and recycling is through private haulers. Recycling bins are available for new residents at the township office.

ADMINISTRATIVE OFFICE HOURS:
MONDAY-FRIDAY 8:30 am - 4:30 pm
215-256-8087

POLICE DEPARTMENT OFFICE HOURS:
MONDAY-FRIDAY 8:00 a.m. - 4:30 p.m.
215-256-9500 EMERGENCY DIAL 911

Constant Contact: Sign up for twice a month emails on Township news.
ReadyMontco.org: Sign up for text alerts on Township updates and/or emergencies to devices of your choice.
Resident Request Portal: Instantly share a concern or idea.

Communication Committee topic backlog list

Rank	Title	Submitter Name	Submission Date	Description
0	New Resident welcome letter	Committee	10/20/2021	Recommendation made to the BOS
0	Resident welcome packet	Committee	10/20/2021	Recommendation made to the BOS
0	Special session with facilities management companies	Committee	10/20/2021	Promote Township meetings/communications meetings with Facilities management company and invite them to attend future meetings
1	Draft a recommendation on a New Resident Information web page	Committee	10/20/2021	Recommendation is WIP
2	Draft a recommendation on a facility manager follow-up letter	Committee	10/20/2021	Follow-up email to facility managers
3	Draft a recommendation on renter quick reference guide	Committee	10/20/2021	Top 10 list of Township contacts and services for renters
4	Draft a recommendation on the use of Dynamic QR codes	John Del Pizzo	2/16/2023	Dynamic QR codes for different township communication channels to track usage. Dynamic QR codes have the potential to provide information to the committee on how residents are the various communication channels. This may help the committee understand which channels are utilized the most by residents.
5	Draft a recommendation on a 'Large trail map'	Committee	10/20/2021	
6	Communications poster/flyer	Committee	10/20/2021	Poster/Flyer
7	Draft a recommendation on a Township process for residential facilities to request maps and information	Committee	10/20/2021	
8	Draft a recommendation on a Township process for sending information to new residents and facilities	Committee	10/20/2021	Process for getting new information to new residents and facilities
9	Draft a recommended Township subject matter expert speaker list	Committee	10/20/2021	Speaker list of township staff or committee members who could attend resident facility meetings – one or two SME for each committee or topic
10	Define Communications Committee brainstorming session	Committee	10/20/2021	Host a communications/special brainstorm meeting – for residents to participate in an open discussion with the communications committee
11	Define how the Township's communication channels could be used to encourage Communications Committee feedback	Committee	10/20/2021	

12	Brainstorm communication channels for residential facility special alerts	Committee	10/20/2021	Residential Facility Special Alerts communication
13	Draft a recommendation for a New Resident welcome video	Committee	10/20/2021	
14	Define the parameters for a special session with the Indian Valley Chamber of Commerce	Committee	10/20/2021	Contact the Indian Valley Chamber of Commerce to see if they have a flyer or information for resident packet
	Define how to measure the impact of the Communications Committee	Terri Ehrhart	1/19/2023	
	Explore ways to increase the number of residents on the constant contact distribution list	Heather Entenmann	1/19/2023	
	Explore options for additional resident outreach using various communication channels	Jean Campbell	1/19/2023	increase outreach to residents within the Township
	Draft a recommendation on Township information videos	Committee	4/20/2023	Short videos tool to feature different township information
	Define how various communication channels might be used to publicize the Communications Committee and generate input	Committee	4/20/2023	publicize our meetings and committee efforts through local newspapers
	Recommend how to assess the level of resident interest in Wi-Fi access in Township Parks	Kevin Shelly	4/19/2023	Which communication channels might be use to assess the level of resident interest in Wi-Fi access in parks?