<p style="text-align:center">Lower Salford Township
Communications Committee Minutes
February 15, 2023</p>

1. Opening
   a. Call to order: 7:30 PM
   b. Opened By: Kevin Shelly, Chairperson
   c. Attendees:
      i. Kevin Shelly
      ii. Jean Campbell
      iii. Terri Ehrhart
      iv. John Del Pizzo
      v. Holly Hosterman, liaison to the Township

2. Approval of Minutes
   a. Mr. Shelly called for a review of the January 18, 2023, meeting minutes.
   b. Adjustments: None
   c. Motion to approve: Ms. Ehrhart
   d. Second: Ms. Campbell
   e. Votes, For: 4, Against: 0

3. Public Discussion and Visitors
   a. Public attendees: In person: 1, Online: 0
      i. Jessica (Jess) Cassel
   b. Opened for public discussion: Chairman Shelly
   c. Public comments: None

4. New Business
   a. Text Alert options
      i. What tools are available for the Township to issue text message alerts?
         1. Constant Contact
            a. The Constant Contact service currently used by the Township includes a Text Alert option
            b. **Ms. Hosterman will review the Constant Contact training video and config the application**
            c. The expectation is that current Township residents who signed up for Constant Contact email messages will get an option to sign up for the Constant Contact text alerts
      ii. General pricing estimates for commercial text messaging services
         1. Up to 500 users - $20/mo
         2. 500-1000 users - $60/mo
         3. Up to 5000 users - $100/mo
      iii. TextMyGov
         1. Used by other townships
         2. Mr. Shelly provided information from the North Sewickley Township (attached)
         3. General pricing is currently unknown
         4. **Mr. Shelly – Contact North Sewickley Township for pricing information**
      iv. NotifyMe
         1. Used by other townships

        2. Mr. Shelly provided information from the North Strabane Township (attached)
        3. General pricing is currently unknown
        4. Mr. Shelly – Contact North Strabane Township for pricing information

  b. Text Alert quick reference guide
     i. What Alert options are available to residents?
        1. QRG with guidance on use of existing text alert services
        2. ReadyMonco
        3. WebCAD incidents for Montgomery County
        4. PA Turnpike alerts
     ii. A quick reference guide (text message educational tool) will be considered at a later date, pending the communication survey results and additional information on Text Alert options.
        1. Would text messaging be one of many topics in a series of community educational communications?

5. Old Business
  a. Business introduction letter
     i. Distribution and response status
        1. Distribution has not been done
        2. Committee agree to review the list of business again
        3. Mr. Shelly - provide another list of businesses
  b. Resident Request Portal
     i. What is the access trend?
     ii. Ms. Hosterman – to follow-up and report at the next meeting
  c. Communications Survey
     i. Current results – See attached
     ii. Confirmed request to close the survey EOD February 28
        1. Ms. Hosterman - took the action to close the survey on Feb 28
     iii. The committee will review survey results in the March meeting
     iv. Confirmed survey results to be published in April
  d. Township Maps
     i. Confirmed request for laminated maps in park kiosks
     ii. Confirmed request for protected (laminated, plastic sleeves, etc.) Township Quick Reference Guides in park kiosks
     iii. Ms. Hosterman – will provide protected Quick Reference Guides to the Parks Committee for use in the park kiosks
  e. Township YouTube channel
     i. The Township will start posting all Supervisor Meetings, both working sessions and formal sessions, to the YouTube channel.
     ii. https://www.youtube.com/@lowersalfordtownship2456
     iii. Topic closed by the committee

                        Submitted by John Del Pizzo, Secretary

6. Closing
   a. Motion to adjourn: Ms. Ehrhart
   b. Second: Ms. Campbell
   c. Discussion:
      i. Next meeting Wednesday March 15, 2023, at 7:30 PM
   d. Votes, For: 4, Against: 0
   e. Adjourned: 8:30 PM

Submitted by John Del Pizzo, Secretary

Potential future topics
1. Communication survey results
2. Text Alert options
3. Text Alert quick reference guide
4. Resident Request Portal access trend
5. Follow-up survey (November 2023)

Submitted by John Del Pizzo, Secretary