

**Lower Salford Township
Communication Committee Meeting Minutes
March 20, 2024**

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

2. Approval of Minutes
 - a. Mr. Shelly called for a review of the February 2024 meeting minutes
 - b. Adjustments: None
 - c. Motion to approve: Ms. Ehrhart
 - d. Second: Ms. Cambell
 - e. Votes, For: 5, Against: 0

3. Public Discussion and Visitors
 - a. Public attendees: In person: 0, Online: 0
 - b. Opened for public discussion: Chairman Shelly
 - c. Public comments: None

4. Old Business
 - a. Township Quick Reference guide
 - i. Distribution status – Committee
 - 1. Distribution is progressing as expected**
 - 2. In person distribution to organizations listed on the reference are in progress**
 - 3. Distribution to business locations via the annual Fire Code Inspection visits have been requested**
 - 4. Distribution via other communication channels (Indian Valley newsletter, township e-news, etc.) will occur as appropriate**
 - 5. Topic is closed**
 - b. Resident welcome letter/packet
 - i. BOS approval and/or guidance - Mr. Shelly
 - 1. Mr. Shelly will work with BOS Chairman Bergman on adding the suggested Township historical references**
 - 2. The ‘Township Website’ information will be moved to the top of the bullet point list**
 - ii. Next steps and schedule for first distribution
 - 1. The Communication Committee will use their scheduled April meeting to review and edit the first New Resident distribution list, and submit the list to the Township for approval and the first mailing.**
 - a. New Residents, Jan-Mar 2024
 - b. Township New Resident Letter
 - c. Township Quick Reference
 - d. Township Map

2. **Ms. Hosterman – Provide a list of New Residents, January-March, from the Montgomery County records**
 - a. **Title transfers (\$1.00 sales) and non-residential properties to be removed.**
 3. **Mr. Del Pizzo – Provide a list of New Residents, January-March, from the www.leadsplease.com web site**
 - a. **Title transfers (\$1.00 sales) and non-residential properties to be removed.**
 - b. **Addresses outside of the Lower Salford boundaries to be removed**
 4. **Mr. Shelly- Provide the final New Resident letter approved by the BOS, with historical references**
 5. **Suggestion made to stuff extra unlabeled envelopes to provide to the residential living facilities so they can be handed out to new residents.**
 - a. **Future new resident mailings might exclude addressed in any residential facility which is manually handing out the packet.**
- c. Off-site meeting venue solicitation letter
- i. Draft letter review – Committee
 1. **Letter edits were made, new draft attached**
 2. **Mr. Shelly- Request the Township to mail the letter to living facilities located within Lower Salford Township**
 3. **Mailing to be requested prior to the April Communications Committee meeting**
- d. ‘New Resident’ website landing page
- i. Resident/New Resident webpage brainstorming – Committee
 1. **Reviewed**
 - ii. Reference Link: [Resident Guide - Hatfield Township](#)
 - iii. **Concord Township new residents page**
 1. [Welcome to Concord Township, PA \(townshipofconcord.com\)](#)
 - iv. **Township of Lower Merion new resident packet**
 1. [New Resident Packet | Lower Merion Township, PA](#)
 - v. **Upper Merion Township new resident welcome packet**
 1. [New Resident Welcome Packet – Upper Merion Township \(umtownship.org\)](#)
 - vi. **Doylestown Township**
 1. [Welcome To Doylestown Township | Doylestown Township \(doylestownpa.org\)](#)
 2. **Makes use of a welcome video**
 - vii. **The Communication Committee will revisit this topic in the May meeting**
5. New Business
- a. None
6. Closing
- a. Next meeting date is April 17, 7:30 PM
 - b. Motion to adjourn: Ms. Ehrhart
 - c. Second: Ms. Cambell
 - d. Votes, For: 5, Against: 0
 - e. Adjourned: 8:30 PM

Respectfully submitted:

John Del Pizzo
Secretary, Communications Committee

Off-site Meeting Request Letter (DRAFT)

[Final letter to be on Township letter head]

Dear Property Manager,

The Lower Salford Township Communication Committee is seeking to take our monthly meeting out to community locations.

The Communication Committee's objective is to find ways to improve communication between the Township and our residents. The Committee feels it would be a better opportunity for residents to attend a meeting if held throughout the Township, rather than only at the Township building. Being able to locally attend meetings would give members of our community an opportunity to contribute your insight, ideas and offer your perspective on Township communications.

Meetings typically consist of:

- Researching and discussing communication channels the Township has available
- Discussing how residents might best utilize existing communication channels
- Reviewing new Township/Resident communication ideas
- Making recommendations to the Board of Supervisors as necessary

We encourage new communication ideas from residents which can be explored by the Communication Committee and potentially bring additional benefit to Lower Salford Township and all of our residents.

Please contact us at **communications@lowersalfordtownship.org** if you are interested in hosting a Communication Committee meeting. We would be happy to discuss logistics with you.

Regards,

Lower Salford Communication Committee
Communications@LowerSalfordTownship.org