

**Lower Salford Township  
Communications Committee Minutes  
April 20, 2022**

The Lower Salford Township Communications Committee was called to order at 7:30 p.m. in person by Chairman Kevin Shelly. In attendance were committee members Kevin Shelly, Jean Campbell, Terri Ehrhart, Heather Entenmann, and John DelPizzo. Holly Hosterman, liaison to the township, was not present. There were no members of the public or attendees on Zoom.

Mr. Shelly called for a review of the March 16, 2022, meeting minutes. Mr. Shelly noted one minor change. Chairman Shelly requested a motion to accept the March 16, 2022, minutes. Mr. Shelly motioned, and Ms. Campbell seconded. March 16, 2022, minutes were unanimously approved.

Public Discussion: Chairman Shelly opened public discussion. No public comments or discussion from the committee members.

Under New Business:

Communication Committee Business Outreach

Mr. Shelly opened discussion for committee members to discuss communication committee outreach to local business owners and residents. Mrs. Ehrhart asked the committee what information is provided to new residents moving to Lower Salford Township. Mr. Shelly shared that currently an information packet or welcome letter is not sent to new residents. The committee discussed if the Township would have access to new resident address information should the committee create a welcome letter. Mr. DelPizzo thought the post office change of address information might be helpful and would look into if this information is accessible to the committee. Committee members agreed to discuss providing a welcome letter to new residents should be discussed in future meetings.

Mr. Shelly provided copies of the draft business outreach letters to the committee members. Committee members provided edits and comments to the letters prior to the meeting. Mr. Shelly asked committee members how the letter should be signed – the committee felt the letter should be signed by the entire communications committee. Mr. DelPizzo asked how the committee should keep track of which businesses received a letter. Committee members felt an online form would be an easy way to track outreach and would be accessible to all committee members. Mrs. Campbell asked members how business could get in touch with the committee. Mrs. Entenmann suggested the communications committee explore creating an email that could be used as a point of contact. Mr. Shelly will check with the board to see if an email address for the communications committee can be created.

The Committee focused the remainder of the meeting reviewing the outreach letter and making edits. The final version of the letter was shared to the committee members at the meeting. Mr. Shelly will take the letter to the next Board of Supervisors meeting for review.

Under Old Business:

There was no old business discussed.

The Communications Committee will reconvene on Monday, May 16<sup>th</sup>, 2022 at 7:30 p.m. in person with the option for the public to view the meeting via Zoom.

There being no further business, Chairman Shelly requested a motion to adjourn the meeting at 8:43 p.m. Mrs. Ehrhart made a motion and Mrs. Campbell seconded the motion. Meeting adjourned.

Respectfully submitted,

Heather Entenmann  
Secretary, Communications Committee