

**Lower Salford Township
Communication Committee Meeting Minutes
April 17, 2024**

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

2. Approval of Minutes
 - a. Mr. Shelly called for a review of the March 20,2024 meeting minutes
 - b. Adjustments: None
 - c. Motion to approve: Ms. Ehrhart
 - d. Second: Ms. Cambell
 - e. Votes, For: 4, 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. Off-site meeting venue solicitation letter
 - i. Confirm letter distribution to Lower Salford living facilities
 - 1. Mr. Shelly will distribute the letter to the 6-8 residential facilities in the Township**
 - b. Resident welcome letter/packet
 - i. Confirm final letter
 - 1. Work in progress**
 - 2. Lower Salford Board of Supervisors Chairman Bergman to adjust and approve the final letter**
 - ii. Review and edit a distribution list of new residents Jan-Mar 2024
 - 1. Potential mailing lists of new residents were reviewed and the following rules recommended**
 - a. Keep PO Box addresses (LeadsPlease)**
 - b. Drop \$1 sale addresses (Montco)**
 - c. Drop Franconia addresses (LeadsPlease)**
 - d. Drop non-1101 LUC (Land Use Code) addresses (Montco)**
 - i. 1101= residential single family**
 - e. Drop known business addresses**
 - f. Drop know vacant lot addresses**
 - iii. Confirm the final recommendation to the Township for the first New Resident Welcome Packet
 - 1. Recommended distribution list process**

- a. Apply the rules listed above
 - b. Merge the Montgomery County property sales list and the LeadsPlease new residents list
 - c. unduplicate the merged list on street address
 - d. April's distribution list will be 100 addresses by applying this process
2. Recommended New Resident packet
 - a. New Resident welcome letter
 - b. Township Quick Reference Guide version 2
 - c. Township map
 3. Recommendation is for the Township to mail the New Resident packet to the distribution list ASAP using the rules and process outlined above.

- c. 'New Resident' website landing page
 - i. Could a unique QR code to the New Resident page be used?
 - 1. Mr. Shelly – Can the township website support unique QR codes to specific pages?
 - 2. Ms. Hostrman – Can a report on web page hits be generated?
 - ii. Creating a New Resident page is expected to not be difficult, but might be time consuming.
 - iii. [Resident Guide - Hatfield Township](#)
 - iv. Concord Township new residents page
 - 1. [Welcome to Concord Township, PA \(townshipofconcord.com\)](http://townshipofconcord.com)
 - v. Township of Lower Merion new resident packet
 - 1. [New Resident Packet | Lower Merion Township, PA](#)
 - vi. Upper Merion Township new resident welcome packet
 - 1. [New Resident Welcome Packet – Upper Merion Township \(umtownship.org\)](http://umtownship.org)
 - vii. Doylestown Township
 - 1. [Welcome To Doylestown Township | Doylestown Township \(doylestownpa.org\)](http://doylestownpa.org)
 - 2. Makes use of a welcome video

5. New Business
 - a. None

6. Closing
 - a. Next meeting date is May 15, 2024 7:30 PM
 - b. Motion to adjourn: Mr. Del Pizzo
 - c. Second: Ms. Cambell
 - d. Votes, For: 4, Against: 0
 - e. Adjourned: 8:20 PM

Respectfully submitted:

John Del Pizzo
Secretary, Communications Committee