

**Lower Salford Township
Communication Committee Meeting Minutes
December 20, 2023**

1. Opening
 - a. Call to order: 7:35 PM
 - b. Opened By: Mr. Shelly
 - c. Attendees:
 - i. Jean Cambell
 - ii. Jessica Cassel
 - iii. John Del Pizzo
 - iv. Kevin Shelly
 - v. Holly Hosterman, liaison to the Township

2. Approval of Minutes
 - a. Mr. Shelly called for a review of the November 15, 2023 meeting minutes
 - b. Adjustments: None
 - c. Motion to approve: Mr. Shelly
 - d. Second: Ms. Campbell
 - 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. Resident welcome letter/packet – Committee
 - i. Review the New Resident list analysis
 1. Should use of www.leadsplease.com be recommended?
 - a. **Recommendation is to use both a ‘New Resident’ list purchased from www.leadsplease.com and a ‘Home Sales’ list from the Montgomery County records.**
 - b. **The two lists should be cross referenced**
 - c. **‘New Residents’ outside of the Lower Salford borders should be dropped**
 - d. **‘Home Sales’ of \$0, \$1 or null should be dropped**
 - e. **‘Home Sales’ to business entities should be dropped**
 - ii. Complete a draft letter for Chairman Bergman
 1. **Recommended letter included below**
 - iii. Confirm the packet contents to be recommended
 1. **Township Quick Reference**
 2. **Township map**
 - iv. Confirm recommendation for a ‘New Resident’ website landing page
 1. **Not discussed in this session**
 - v. **Recommendation is for the New Resident package to be compiled and mailed every six months.**
 1. **Estimated volume is 100-150 new residents**

- b. Off-site meetings - Committee
 - i. Complete a draft letter to possible venues
 - ii. This topic was not discussed during this session**

- c. Review updates to the Township Quick Reference guide – Committee
 - i. See recommended updates on the quick reference included below**

- 5. New Business
 - a. None**

- 6. Closing
 - a. Next meeting date is January 17, 7:30 PM
 - i. Committee reorganization meeting**
 - b. Motion to adjourn: Ms. Campbell
 - c. Second: Mr. Del Pizzo
 - d. Votes, For: 4, Against: 0
 - e. Adjourned: 8:30 PM

Respectfully submitted:

John Del Pizzo
Secretary, Communications Committee

New Resident Welcome Letter (DRAFT)

Dear New Resident,

Welcome to Lower Salford Township. On behalf of the Township I am extending a greeting and suggest you checkout all Lower Salford has to offer. Below are points of contact you may find helpful as you transition into the community.

These are communication channels via which you can receive or access additional information about your new community, and send questions, comments or concerns to Township staff.

- Text message alerts
 - Receive Township updates and/or emergency alerts to devices of your choice. E.g. Road closures, Township meetings and event reminders.
 - ReadyMontco.org
- Constant Contact
 - Receive Township updates twice each month via email, with special updates as needed.
 - [Lower Salford Constant Contact sign-up](#)
 - [insert QR code]
- Township Website
 - Your complete self-serve resource for all Township related information
 - www.LowerSalfordTownship.org
 - [insert QR code]
- Resident Request Portal
 - Allows you to make requests for services or to report concerns
 - [Lower Salford Township Resident Request Portal](#)
 - [insert QR code]

Keith Bergman

Chairman
Lower Salford Board of Supervisors

Enclosed:
Township Quick Reference
Township Map
???

LOWER SALFORD

Township Quick Reference

Published by the Communications Committee

Version 2



EMERGENCY CONTACTS

911

Poison Control
800-222-1222

PECO Outage
800-841-4141

SPCA
610-489-7510

QUICK REFERENCE LIST OF CONTACTS AND LINKS

- **Scouts BSA Troop 137**
<https://sites.google.com/view/troop137harleysvillepa/home>
- **Indian Valley Girl Scouts**
www.gsep.org - 215-564-2030
- **Encore Experiences (formerly the Senior Center)**
www.ghnps.org/encore_experience - 215-256-6900
- **Indian Valley Public Library**
www.ivpl.org - 215-723-9109
- **Lederach Golf Club**
www.lederachgolfclub.com - 215-513-3034
- **Harleysville Community Center (Pool)**
www.harleysvillecommunitycenter.com - 215-256-9315
- **North Penn YMCA Early Childhood Center**
www.northpennymca.org - 215-256-0767
- **North Penn YMCA Indian Valley Branch**
www.northpennymca.org - 215-723-3569
- **Perkiomen Watershed Conservancy**
www.perkiomenwatershed.org - 610-287-9383
- **Heckler Plains Folklife Society**
www.facebook.com/hecklerplains.org - 215-822-7422
- **Harleysville Fire Company**
www.harleysvillefire.org - 215-256-9657
- **PA Attorney General**
(Including Landlord/Tenant questions)
www.attorneygeneral.gov - 717-787-3391
- **Additional Contacts & Links**
www.lowersalfordtownship.org/your_community

Use the Residential Request Portal to,

- Report a concern
- Share an improvement idea
- Submit a general suggestion



Search the website at www.lowersalfordtownship.org

Call the office 8:30 AM-4:30 PM Monday-Friday at 215-256-8087

Off-site Meeting Request Letter (DRAFT)

[Final letter to be on Township letter head]

Dear xxxxxxxxx,

The Lower Salford Township Communication Committee is seeking to take their monthly meeting [on the road/ out to community locations/ etc.]

The Communication Committee objective is to find ways to improve communications between the Township and its 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 your community an opportunity to contribute their insight, ideas and offer their 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 its residents.

Please contact us at [xxxxxxx] if you are interested in hosting a Communication Committee meeting. We would be happy to discuss logistics with you.

Regard,

Xxxxxxxxxxxxxxx

Lower Salford Communication Committee