

## EMAC Meeting Minutes

11/30/17 Submitted by Lisa Gage

Present: Zachary Rubin, Joshua Waldorf, Jill Laurinaitis, Ann Schreiber, Fred Young

Absent: Dave Kelliher

### Agenda Item 1:

Communications Director Jill Laurinaitis proposed next steps for a Township Communications Director and the committee decided to establish a comprehensive plan outlining the role of the Communications Director. Joshua Waldorf agreed to draft a proposal in the format of a job description. Proposed duties included:

- Emergency Notification Communications Plan
- Dissemination and management of all communications from Township including:
  1. Social Media: Establishing official Facebook page, promoting use of Township Twitter page
  2. Keeping website up to date
  3. Utilizing email as a communications tool
  4. Managing other electronic media: Community videos
  5. Public Relations – highlighting Township assets of both non-commercial and commercial nature
  6. Media Relations – with local publications and other media sources
  7. Direct Mail – Township Newsletter
  8. Community bulletin Board
  9. Direct Mail
  10. Keeping a public record when Township issues are resolved.

### Agenda item 2:

Zachary Rubin announced that LMT will stay on the Bucks County Consortium in negotiating renewal of agreements with Verizon this year, and Comcast next year.

Next Meeting: January 25, 2018