

FINAL Minutes  
East Goshen Township Website Committee  
July 24, 2014, 7pm

**Present:** Committee members Paul Grothmann, David Hewett and Jack Reidy. Staff liaisons Jon Altshul and Brian McCool were also present. Committee members Jason Banks, Erich Meyer and Joe D’Antonio were absent.

**Call to Order, Pledge of Allegiance, Moment of Silence**

Paul called the meeting to order at 7:06pm and Jon led the committee in the pledge of allegiance. A moment of silence was also observed.

The July 10, 2014 draft minutes were approved.

**Discuss Which Links to Feature**

The committee began by discussing changes Paul made to the test website which include a picture slider, background image on the header and a search function.

Paul mentioned that the slider includes arrows and white dots and the only way to remove the dots and arrows would be to upgrade WordPress for approximately \$15. Jon stated that the expense sounded reasonable and that Paul could be reimbursed by the Township for the purchase. Below is what the committee decided to use as second tier and third tier links.

**About Us:**

**(2<sup>nd</sup> tier)**

Administration and Contacts
Directions/Maps*
Facts and Figures
FAQ
Government Resources
Local Organizations
Ordinances
Site Map
Voting
RFP & Public Bid Notices

\*Map to identify schools, fire companies, etc...

**Services:**

**(2<sup>nd</sup> tier)**

**(3<sup>rd</sup> tier)**

Communication	
	Constant Contact
	East Goshen Alert
	Newsletter
	Social Media
Finance	
	Audits/Bond Rating
	Budget
	Capital Program
	EIT/LST
	Financial Reports
	Pay Online
	Property Tax Bills
	Sewer/Refuse Bills
Human Resources	
	Employment/Volunteer
	Orientation Manual
Library	
Online Forms	
Park and Rec	
	Camps/Programs
	Events
	Field Status
	News
	Open Space Plan
	Park Maps
	Park Permit Info
Permits and Inspections	
	Building and Construction Permits
	Building Permit Reports
	Code Enforcement
	Codes FAQ
	PA Contractor Registration
	Rental Inspection
	Use & Occupancy
Planning & Zoning	
	Comp Plan
	Township Code
	Zoning Map
Public Works	
	Onlot Sewer
	Refuse & Recycling

	Sanitary Sewer
	Stormwater
	Streets
Right To Know	
Deer Management	

**Boards:**

No change from current website.

**Park & Rec:**

**(2<sup>nd</sup> tier)**

Youth/Camps
Adult Programs
Senior Programs
Trips
Concerts/Events
Farmers Market
Rec News
Park Use Permit
Field Status

**Refuse:**

**(2<sup>nd</sup> tier)**

Trash & Recycling*
Bulk Trash
Yard Waste
E-Waste/Hazardous Waste

\*To include map

**Contact Us:**

**(2<sup>nd</sup> tier)**

Holidays & Hours of Operation
Department Directory
Government, Federal, State & Local Links

Contact Us page to include phone number, address & contact us form

**Other Discussion:**

- Paul to add border to slider

- Emergency Services will no longer be a side link
- Should FAQs have a table for each category?
- On the calendar, is there a reason to list the month under event or meeting?
- Should the Township have a Twitter account
- Paul to create logos for social media links
- Township should obtain FTP access to website so there is access to all PDFs and documents. Internet R&D should be able to provide information on how to obtain access.

### **Action Plan for Next Meeting(s)**

8/14/14 – Discuss changes made to the test website

8/24/14 – Review any changes made to the test website and discuss what to include in the memo that will be sent to the Board

9/7/14 – Review Memo to Board of Supervisors

### **Adjournment**

Paul made a motion to adjourn at 8:28pm. The motion passed unanimously.

Respectfully Submitted,

Brian McCool