



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @

Skatium Date: Tuesday, January 17th, 2023

Time: 7:30 P.M.

Virtual Alternative: [Zoom Link](#)

Call to order

Roll Call

Reorganization

Approval of minutes from last meeting – December 20, 2022

Public Comments

Financials

Old Business

- Board member terms
- Operations Manual
- Passbook Conversion
- Game Beast/ FrontLine
- Gates for Zamboni/ Boards adjustment
- Electric Zamboni and edger
- Front door artwork / Electronic displays / Tenant traffic routing
- Plumbing issues - Men's sink
- Locker Room Capital Improvements
- Learn to skate update
- Spring / Summer Hockey - 3x3 tourneys
- Haverford Alumni tournament
- Rates adjustment

New Business

Adjournment

Skatium Ice Rink Advisory Board Meeting Minutes – Tuesday January 17, 2023

The next Meeting is Tuesday, February 21, 2022 @ 7:30 p.m. At the Skatium

Attendees: Jeremy Beha, Jason Brinn, Barbara Latsios, Rob Cohen, Kate Stickle, Scot Lindelow, Rich Caesar, Rick Turnbull, Marc Dalessandro, and Commissioner Liaison Brian Gondeck

Absent: Drew Simcox

Call to Order:

Jeremy called the meeting to order at 7:30 pm

Approval of Meeting Minutes:

The Meeting Minutes from the previous month are approved with no changes or amendments.

Public Comment:

None

Reorganization:

Introduction of Rink Staff and Advisory Board Members.

Welcome new members!

Jeremy Beha was appointed President.

Rob Cohen was appointed Vice President.

Rich Caesar was appointed Secretary.

Financial:

No financial information was available from the Township at the time of the meeting.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months.

The Rink Staff indicated a rough outline should be completed for next month

Update 10/18

A draft copy of the operations manual is now available for the following topics: Zamboni procedure, First aid procedure, Skate guard procedure, Referee procedure, Employee check list and expectations. Need to add security procedure and procedure for daily events and for scheduled events, etc. Procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the Township should be consulted.

Update 1/17/2023

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Open. In progress.

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/18

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director.

The Advisory Board feels this is a critical item and needs follow-up and needs to be developed.

Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director.

Open. No update.

PSC Training and Certification

The Skating Director is not certified but certification is in progress. It could take 6 months

During this time the Skating Director may not instruct any on-ice activities and the Assistant Director will conduct the on-ice activities.

Open. No update.

Passbooks

Follow up on passbooks and people not signing in manually. ("the book")

Still using passes, still using the book.

Passes do not expire. Need to switch to electronic system.

Need to convert outstanding tickets to electronic tickets.

We should be on one platform and possibly whatever platform the Township uses.

Update 1/17/2023

Passbook conversion is ongoing, and it has been decided that the system will be converted to Frontline (system)

Open. In Progress.

Game Beast

The Rink Staff has a meeting with Game Beast tomorrow.

Game Beast sends fee per person to the skating club.

What is the time frame for conversion.

1 month decide on 1 provider platform.

1 more month to start integrating.

By the end of the year, we should be converted.

Update 1/17/2023

The Rink Staff is looking to use Frontline for all for all POS capabilities.

Consolidate with "Passbooks" above

Closed (will be removed after the February meeting)

Gates for Zamboni

One gate is installed on the locker room side of Zamboni entry/ramp.

The second gate needs to be installed on the other side of Zamboni entry/ramp.

The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now.

(printed sign, not hand written in crayon)

Update 1/17/2023

Gates are placed on hold until March/April

Open. In Progress

Front Door Artwork

The Advisory Board asked if we could install artwork on 2 front door panels (currently brown)

The Rink Staff will place work order and get it scheduled. Can be designed by Township

The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered.

Update 10/18

The Rink Staff followed up today and did not hear back yet.

Open. In Progress

URL

HaverfordSkatium.com

Who knows who owns the URL. The Township IT Department should know.

Update 10/18

Jeremy will write up the procedure and send to township

Update 1/17/2023

The Township Staff has updated the domain to point to the Skatium Page.

Closed. (will be removed after the February meeting)

Electronic Displays

New displays for banners.

The Township is still looking into

Still need to get a few electronic displays (future)

Some banners have been identified to remove

Some banners have been identified to be move or consolidated

Open. No update

Plumbing Issues

Clogged toilets, bad seals, and broken drain traps are some of the most recent plumbing issues.

Fixtures out of order for a few weeks and some are either safety issues or health issues

Update 10/18

Bathrooms updates are still in process. Sensors are being installed on toilets

Update 1/17/2023

Men's bathroom sink is still broken.

We have the faucet but need additional parts due to custom sink mounting configuration.

The Rink Staff will pick up the additional parts locally this week.

Open. In progress

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr
Option 2 lithium battery. Will need to be replaced at 10 yr
New charging station, blades, and accessory are part of package
Spare Zamboni will be sold, existing Zamboni will become spare
Update 10/18/2023

Zamboni has been ordered with lithium batteries. Delivery estimate is over a year.
Electric edger should be arriving soon.

Open

Fee Increase

There is a proposed increase in fees for morning ice yearly unlimited pass. Only 4 people had that rate for that time slot. The pass offered has been underpriced in comparison to other ice times and rates. Unlimited pass increased 30% Letters have been sent to Township by participants
Should have been gradually increased over time instead of all at once. Rink is in touch with 4 participants and may change increase to a slightly lower increase.
All prices should be public knowledge going forward and available for all during that time.
Reduce rate and enforce time.

Update 1/17/2023

The new rate adjustment was approved and became effecting in January 2023.

Winter rate = \$385 (September 1 to March 31)

Spring Rate =\$290 (April 1 to May 31).

Summer Rate = \$260 (June 1 to August 31).

Still less than any rink rates in the area.

Closed (will be removed after the February Meeting)

Female Locker

Need to place a request into the Township for an official female locker.

Open. No Update

Delivery Services

We are getting reports that food delivery service coming through rink to get to Hav A Burger. Need to post signs redirect traffic through the Hav A Burger entrance.

Open. No update

Learn to Skate Program

Program is going well and looking at lessons learned for improvements.

Communications is still a problem with the Assistant Skating Director and there have been several issues reported.

Rink personnel answers questions and assist by phone. ASD are not responding to calls and emails in a timely manner.

Need to get common email for inquiries and not direct to a specific coach or personal email. Need to speak to coaches and inform them to respond or at least acknowledge inquiries within 24 hrs.

Update 1/17/2023

While the Learn to Skate program is sold out there are still communications issues Director/Assistant Director and the participants.

Open. In progress

Summer Programs

Information regarding summer camps has been compiled and will be released soon.

Open. In progress

New Business:

Juvenile Issues

Recently groups of juveniles are coming into the building creating safety issues and causing damage.

The Rink Staff noticed damage to the restroom fixtures among other items.

They were also observed driving electric scooters in the building creating a safety issue.

The Rink Staff has asked the juveniles to leave the building on several occasions.

It was suggested that upon the second request to leave the building that the Rink Staff contact the Police and file a report. The Rink Staff will also need to notify the Township in order to review the security recordings and submit to the Police.

Advertising

Advertisements on the boards are detaching from the boards and we need to find a solution.

We received some interest from Aqua to sponsor and/or advertise primarily on the Zamboni.

If Zamboni is not available, we can allow other locations for advertisement such as the digital displays

Board Terms

The terms for Board Members were discussed.

The Bylaws indicate 5 years terms for members, but the Township appoints to members to 3 year terms.

We need to change the bylaws to coincide with the appointments terms set forth by the Township.

The Advisory Board also needs to adjust expiring terms of members to be no more than 3 open positions per year.

Signs

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township.

Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township will install the signs in the appropriate location.

The Township is looking to replace the clock sign with one banner.

Adjournment:

Rob made motion to adjourn

Jeremy adjourned the meeting at 8:43 p.m.

The next Meeting is scheduled for: February 21, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,

Rich Caesar



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium Date: Tuesday,
February 21st, 2023
Time: 7:30 P.M.
Virtual Alternative: [Zoom Link](#)

Call to order

Roll Call

Approval of minutes from last meeting – January 17, 2023

Public Comments

Financials

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- Board Advertising
- Rink external signage
- Plumbing issues - Men's sink
- Locker Room Capital Improvements
- Learn to skate update
- Spring / Summer Hockey - 4v4 tourneys

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday February 21, 2023

The next Meeting is Tuesday, March 21, 2022 @ 7:30 p.m. At the Skatium

Attendees: Jeremy Beha, Drew Simcox, Barbara Latsios, Rob Cohen, Scot Lindelow, Jason Brinn, Kate Stickle, Rich Caesar, Rick Turnbull, Marc Dalessandro, Township Representative Aimee Cuthbertson, Commissioner Liaison Brian Gondeck,

Absent: None

Call to Order:

Jeremy called the meeting to order at 7:30 pm

Approval of Meeting Minutes:

The Meeting Minutes from the previous month are approved with no changes or amendments.

Public Comment:

None

Financial:

Income is good for this month, and we are in the black for the month and for the year. This year we are on track to meet our budget projections. Our year-over-year pace is ahead of last year at the same time.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months. The Rink Staff indicated a rough outline should be completed for next month.

Update 10/18

A draft copy of the operations manual is now available for the following topics: Zamboni procedure, First aid procedure, Skate guard procedure, Referee procedure, Employee check list and expectations. Need to add security procedure and procedure for daily events and for scheduled events, etc. A procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the Township should be consulted.

Update 1/17/2023.

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Update 2/21/2023.

The Advisory Board received a rough draft of the Operations Manuals from the Rink Staff. The documents will be circulated among the Advisory Board members for review and comment before approval.

Open. In Progress

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/18

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director.

The Advisory Board feels this is a critical item and needs follow-up and needs to be developed.

Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director.

Update 2/21/2023.

The Rink Staff again indicated that a job description for the Assistant Director does not exist. The Advisory Board again reiterates the importance of the proper documentation for the position. The Rinks Staff will speak to the Township for assistance with the creation of the of the position description.

Open. In Progress.

PSA Training and Certification

The Skating Director is not certified but certification is in progress. It could take 6 months.

During this time the Skating Director may not instruct any on-ice activities and the Assistant Director will conduct the on-ice activities.

Update. 2/21/2023

The Skating Director is now certified and can conduct on-ice duties.

Closed. (This item will be removed after the March meeting)

Passbooks

Follow up on passbooks and people not signing in manually. ("the book")

Still using passes, still using the book.

Passes do not expire. Need to switch to electronic system.

Need to convert outstanding tickets to electronic tickets.

We should be on one platform and possibly whatever platform the Township uses.

Update 1/17/2023.

Passbook conversion is ongoing, and it has been decided that the system will be converted to Frontline (system)

Update. 2/21/23.

Program has been implemented and is complete.

Closed. (This item will be removed after the March meeting)

Gates for Zamboni

One gate is installed on the locker room side of Zamboni entry/ramp.

The second gate needs to be installed on the other side of Zamboni entry/ramp.

The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now.
(printed sign, not handwritten in crayon)

Update 1/17/2023.

Gates were placed on hold until March/April

Open. In Progress

Front Door Artwork

The Advisory Board asked if we could install artwork on 2 front door panels (currently brown)

The Rink Staff will place work order and get it scheduled. Can be designed by the Township.

The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered.

Update 10/18

The Rink Staff followed up today and did not hear back yet.

Open. In Progress

Update 2/21/2023.

The Rink staff will speak to Township about a design for additional artwork on the brown panels at the front door and will also include the side door artwork.

Open. In Progress.

Electronic Displays

New displays for banners.

The Township is still looking into.

Still need to get a few electronic displays (future)

Some banners have been identified to be removed.

Some banners have been identified to be move or consolidated.

Update 2/21/2023.

The Township has contacted an electrician to install outlets for the displays so they can move forward to install the monitors.

Open. In Progress.

Plumbing Issues

Clogged toilets, bad seals, and broken drain traps are some of the most recent plumbing issues.

Fixtures have been out-of-order for a few weeks, and some are either safety issues or health issues.

Update 10/18

Bathrooms updates are still in process. Sensors are being installed on toilets.

Update 1/17/2023.

The men's bathroom sink is still broken.

We have the faucet but need additional parts due to custom sink mounting configuration.

The Rink Staff will pick up the additional parts locally this week.

Update 2/21/2023.

Completed and repaired.

Closed. (This item will be removed after the March meeting)

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr

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Update 10/18/2023

Zamboni has been ordered with lithium batteries. Delivery estimate is over a year.

Electric edger should be arriving soon.

Update 2/21/2023.

The Zamboni has been ordered and the exact delivery is still not confirmed. The edger that was ordered with the Zamboni may arrive before the Zamboni.

The Township and Rink Staff will need to contact an electrician to confirm if the existing electrical panels will support the charging equipment for the new Zamboni.

Open. In Progress.

Female Locker

Need to place a request into the Township for an official female locker.

Update 2/21/2023.

The Township reported that there is an Intent Resolution in place in the form of a Bond to the Township that will provide funding for repairs, upgrades, and improvements to the Skatium. The funding will address mission critical issues and repairs to the facility as the priority. Additional funding will be available for improvements to the facility. Infrastructure and mechanical items will be addressed by the Township and the Township Engineer. The Advisory Board suggested forming a subcommittee to develop a priority list and suggestions for upgrades and improvements. Items such as the addition of female locker rooms will be addressed in addition to the items below:

- Electric Zamboni

- Replacement of the cooling tower

- Replacement of the motor control center

- Replacement of chillers

- Replacement of metal doors in key areas

- Renovations to the existing locker rooms and existing bathrooms.

- Upgrades to the façade of the building and upgrades to the lighting around the exterior of the building

- Green space and trees

Open. In Progress.

Delivery Services

We are getting reports that food delivery service coming through rink to get to Hav A Burger. Need to post signs redirect traffic through the Hav A Burger entrance.

Open. No update

Learn to Skate Program

Program is going well and looking at lessons learned for improvements.

Communications is still a problem with the Assistant Skating Director and there have been several issues reported.

Rink personnel answers questions and assist by phone. ASD are not responding to calls and emails in a timely manner.

Need to get common email for inquiries and not direct to a specific coach or personal email. Need to speak to coaches and inform them to respond or at least acknowledge inquiries within 24 hrs.

Update 1/17/2023

While the Learn to Skate, program is sold out there are still communications issues Director/Assistant Director and the participants.

Open. No Update.

Summer Programs

Information regarding summer camps has been compiled and will be released soon.

Open. No Update.

Juvenile Issues

(moved from previous months new business)

Recently groups of juveniles have been coming into the building creating safety issues and causing damage.

The Rink Staff noticed damage to the restroom fixtures among other items.

They were also observed driving electric scooters in the building creating a safety issue.

The Rink Staff has asked the juveniles to leave the building on several occasions.

It was suggested that upon the second request to leave the building that the Rink Staff contact the Police and file a report. The Rink Staff will also need to notify the Township to review the security recordings and submit to the Police.

Update 2/21/2023.

There has been a decrease in incidents involving juveniles recently. Some recent incidents have been reported at Hav-A-Burger and it was suggested that the Police be called.

Closed. (This item will be removed after the March meeting)

Board Terms

(moved from the previous months new business)

The terms for Board Members were discussed.

The Bylaws indicate 5 years terms for members, but the Township appoints members to 3-year terms.

We need to change the bylaws to coincide with the appointment terms set forth by the Township.

The Advisory Board also needs to adjust expiring terms of members to be no more than 3 open positions per year.

Update 2/21/2023.

The Advisory Board discussed the inconsistency with the Township terms, and it was mutually agreed that the 3-year term should preside. The Advisory Board will consult with the Commissioner Liaison to amend the bylaw to match the 3-year term.

To address the expiring terms several of the existing Advisory Board members have agreed to renew their appointment in 2023 to realign the expiration dates to satisfy the bylaws.

Open. In Progress.

Advertising

(moved from the previous months new business)

Advertisements on the boards are detaching from the boards and we need to find a solution.

We received some interest from Aqua in sponsoring and/or advertising primarily on the Zamboni.

If Zamboni is not available, we can allow other locations for advertising such as the digital displays.

Open. No Update.

Signs

(moved from the previous months new business)

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township.

Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township and will install the signs in the appropriate location.

Open. No Update.

Clock Banner

(moved from the previous months new business)

The Township is looking to replace the clock sign with one banner.

Open. No Update.

New Business:

Energy Audit

The Townships reports that an energy audit has been performed on the building recently. Due to the nature of operating an ice rink facility our energy consumption is higher in comparison to other Township buildings. In upcoming meetings, we will discuss items to reduce energy consumption.

Additional Income

One of the Advisory Board members suggested that a long-term rental of the second floor for a workout facility could generate additional revenue for the Skatium. It is an item that has been discussed in the past and additional revenue would be welcome. However, the existing space cannot be committed to one purpose and exclude other groups and usage. We agreed to table the conversation and revisit the topic as improvements to the facility and space planning are discussed.

Adjournment:

Kate made motion to adjourn.

Barbara seconded.

Meeting adjourned 8:48 p.m.

The next Meeting is scheduled for: March 21, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,

Rich Caesar



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, March 21st, 2023

Time: 7:30 P.M.

Virtual Alternative: [Zoom Link](#)

Call to order

Roll Call

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Public Comments

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- Gates for Zamboni/ Boards adjustment
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- Front door artwork / Electronic displays / Tenant traffic routing
- Board Advertising
- Rink external signage
- Locker Room Capital Improvements - Survey
- Spring / Summer Hockey

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday March 21, 2023

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Attendees: Jeremy Beha, Barbara Latsios, Rob Cohen, Scot Lindelow, Jason Brinn, Kate Stickle, Marc Dalessandro, Commissioner Liaison Brian Gondeck

Absent: Drew Simcox, Rich Caesar, Rick Turnbull

Call to Order:

Jeremy called the meeting to order at 7:30 pm

Approval of Meeting Minutes:

The Meeting Minutes from the previous month are approved with no changes or amendments.

Public Comment:

None

Financial:

Spring hockey financial revenue looks promising over last year

Old Business:

Operations Manual

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Update 10/18

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scheduled events, etc. A procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the Township should be consulted.

Update 1/17/2023.

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Update 2/21/2023.

The Advisory Board received a rough draft of the Operations Manuals from the Rink Staff. The documents will be circulated among the Advisory Board members for review and comment before approval.

Update 3/21/2023

Still being reviewed.

Open. In Progress

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/18

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director. The Advisory Board feels this is a critical item and needs follow-up and needs to be developed. Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director.

Update 2/21/2023:

The Rink Staff again indicated that a job description for the Assistant Director does not exist. The Advisory Board again reiterates the importance of the proper documentation for the position. The Rinks Staff will speak to the Township for assistance with the creation of the position description.

Update 3/21/2023:

Job descriptions have been submitted to the township. HR is reviewing.

Open. In Progress.

Gates for Zamboni

One gate is installed on the locker room side of Zamboni entry/ramp.

The second gate needs to be installed on the other side of Zamboni entry/ramp.

The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now. (printed sign, not handwritten in crayon)

Update 1/17/2023.

Gates were placed on hold until March/April

Update 3/21/2023:

Q2

Open. In Progress

Front Door Artwork

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Can be designed by the Township. The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered. Update 10/18

The Rink Staff followed up today and did not hear back yet.

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Update 2/21/2023.

The Rink staff will speak to Township about a design for additional artwork on the brown panels at the front door and will also include the side door artwork.

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Open. In Progress.

Electronic Displays

New displays for banners.

The Township is still looking into.

Still need to get a few electronic displays (future)

Some banners have been identified to be removed.

Some banners have been identified to be move or consolidated.

Update 2/21/2023:

The Township has contacted an electrician to install outlets for the displays so they can move forward to install the monitors.

Update 3/21/2023:

Q2 - Questions were raised about which organizations will receive a TV spot.

Open. In Progress.

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?) Option 1 lead acid battery. Will need to be replaced at 5 yr

Option 2 lithium battery. Will need to be replaced at 10 yr

New charging station, blades, and accessory are part of package

Spare Zamboni will be sold, existing Zamboni will become spare

Update 10/18/2023

Zamboni has been ordered with lithium batteries. Delivery estimate is over a year.
Electric edger should be arriving soon.

Update 2/21/2023.

The Zamboni has been ordered and the exact delivery is still not confirmed. The edger that was ordered with the Zamboni may arrive before the Zamboni.

The Township and Rink Staff will need to contact an electrician to confirm if the existing electrical panels will support the charging equipment for the new Zamboni.

Update 3/21/2023:

Existing primary Zamboni has an oil problem and the rink has been running the old Zamboni for 3 weeks. Parts are on order and waiting.

Open. In Progress.

Female Locker

Need to place a request into the Township for an official female locker.

Update 2/21/2023.

The Township reported that there is an Intent Resolution in place in the form of a Bond to the Township that will provide funding for repairs, upgrades, and improvements to the Skatium. The funding will address mission critical issues and repairs to the facility as the priority. Additional funding will be available for improvements to the facility. Infrastructure and mechanical items will be addressed by the Township and the Township Engineer. The Advisory Board suggested forming a subcommittee to develop a priority list and suggestions for upgrades and improvements. Items such as the addition of female locker rooms will be addressed in addition to the items below:

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- Replacement of the cooling tower

- Replacement of the motor control center

- Replacement of chillers

- Replacement of metal doors in key areas

- Renovations to the existing locker rooms and existing bathrooms.

- Upgrades to the façade of the building and upgrades to the lighting around the exterior of the building
- Green space and trees

Update 3/21/2023

Check to ensure that the board's intentions of the female locker room is understood.

Open. In Progress.

Delivery Services

We are getting reports that food delivery service coming through rink to get to Hav A Burger.

Need to post signs redirect traffic through the Hav A Burger entrance.

Open. No update

Board Terms

(moved from the previous months new business)

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Update 3/21/2023:

Closed

Advertising

(moved from the previous months new business)

Advertisements on the boards are detaching from the boards and we need to find a solution. We received some interest from Aqua in sponsoring and/or advertising primarily on the Zamboni. If Zamboni is not available, we can allow other locations for advertising such as the digital displays.

Open. No Update.

Update 3/21/2021

Maybe use social media to look for new avenues of advertisement including clock and scoreboard.

Signs

(moved from the previous months new business)

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township. Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township and will install the signs in the appropriate location. Open. No Update.

Clock Banner

(moved from the previous months new business)

The Township is looking to replace the clock sign with one banner.

Open. No Update.

Energy Audit

The Townships reports that an energy audit has been performed on the building recently. Due to the nature of operating an ice rink facility our energy consumption is higher in comparison to

other Township buildings. In upcoming meetings, we will discuss items to reduce energy consumption.

Update 3/21/2023:

Closed

Additional Income

One of the Advisory Board members suggested that a long-term rental of the second floor for a workout facility could generate additional revenue for the Skatium. It is an item that has been discussed in the past and additional revenue would be welcome. However, the existing space cannot be committed to one purpose and exclude other groups and usage. We agreed to table the conversation and revisit the topic as improvements to the facility and space planning are discussed.

Open. No Update.

New Business:

Bluetooth radio security:

Request to Township IT to secure the bluetooth module.

Bag policy signage:

Request to Township and Rink management for no backpack signs

Fire Department request to check CO2 detectors.

Better bleacher locker room access from middle and rear doors.

Cooling tower will be replaced in approximately 32 weeks. Compressor will be replaced ASAP. Chiller will be 2024/2025.

Adjournment:

Rob made motion to adjourn.

Barbara seconded.

Meeting adjourned 8:26 p.m.

The next Meeting is scheduled for: April 18th, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,
Jeremy Beha



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, April 18th, 2023

Time: 7:30 P.M.

Virtual Alternative: [Zoom Link](#)

Call to order

Roll Call

Approval of minutes from last meeting – March 21st, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Game Beast/ FrontLine
- Gates for Zamboni/ Boards adjustment
- Electric Zamboni and edger
- Front door artwork / Electronic displays / Tenant traffic routing
- Rink external signage
- Locker Room Capital Improvements - Survey
- Bag Policy
- Capital Improvements

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday April 18, 2023

The next meeting is scheduled for Tuesday, May 16, 2023 @ 7:30 p.m. At the Skatium

Attendees:

Jeremy Beha, Barbara Latsios, Drew Simcox, Scot Lindelow, Rob Cohen, Rich Caesar, Rick Turnbull, and Commissioner Liaison Brian Gondeck

Absent:

Jason Brinn, Marc Dalessandro, Kate Stickle, Elizabeth Natal

Call to Order:

Jeremy called the meeting to order at 7:30 pm

Approval of Meeting Minutes:

The Meeting Minutes from the previous month are approved with no changes or amendments.

Public Comment:

None

Financial:

This month's Financial Report has been delayed and will be added to the meeting minutes when they become available.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months. The Rink Staff indicated a rough outline should be completed for next month.

Update 10/18

A draft copy of the operations manual is now available for the following topics: Zamboni procedure, First aid procedure, Skate guard procedure, Referee procedure, Employee check list and expectations. Need to add security procedure and procedure for daily events and for scheduled events, etc. A procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the Township should be consulted.

Update 1/17/2023.

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Update 2/21/2023.

The Advisory Board received a rough draft of the Operations Manuals from the Rink Staff. The documents will be circulated among the Advisory Board members for review and comment before approval.

Update 3/21/2023.
Still being reviewed.
Open. In Progress

Job Descriptions

Job description for the Skating Director is available.
Job description for Assistant Director is not available. Needs to be developed.
The Rink Staff will speak to the Township to develop.

Update 10/18

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director. The Advisory Board feels this is a critical item and needs follow-up and needs to be developed. Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director(s).

Update 2/21/2023:

The Rink Staff again indicated that a job description for the Assistant Director does not exist. The Advisory Board again reiterates the importance of the proper documentation for the positions. The Rinks Staff will speak to the Township for assistance with the creation of the position description.

Update 3/21/2023.

Job descriptions have been submitted to the township. HR is reviewing.

Update 4/18/2023.

The Rink staff will follow up with the Township for an update on the review process.

Open. In Progress.

Gates for Zamboni

One gate is installed on the locker room side of Zamboni entry/ramp.
The second gate needs to be installed on the other side of Zamboni entry/ramp.
The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now. (printed sign, not handwritten in crayon)

Update 1/17/2023.

Gates were placed on hold until March/April

Update 3/21/2023:

Still scheduled for Q2

Update 4/18/2023.

There is an issue with the height of the gates that are available. The Rink Staff will research additional options that will work.

Open. In Progress

Front Door Artwork

The Advisory Board asked if we could install artwork on 2 front door panels (currently brown) The Rink Staff will place work order and get it scheduled. Can be designed by the Township. The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered. Update 10/18

The Rink Staff followed up today and did not hear back yet.

Open. In Progress

Update 2/21/2023.

The Rink staff will speak to Township about a design for additional artwork on the brown panels at the front door and will also include the side door artwork.

Update 3/21/2023:

The Rinks Staff will check the progress of the sample artwork.

Update 4/18/2023.

Several examples have been created and a selection has been suggested by the Advisory Board.

The Advisory Board will notify the Township on the selection so it can be ordered and installed.

Open. In Progress.

Electronic Displays

New displays for banners.

The Township is still looking into.

Still need to get a few electronic displays (future)

Some banners have been identified to be removed.

Some banners have been identified to be moved or consolidated.

Update 2/21/2023.

The Township has contacted an electrician to install outlets for the displays so they can move forward to install the monitors.

Update 3/21/2023.

Questions were raised about which organizations will receive a access to the electronic displays.

Update 4/18/2023.

The Rink Staff will follow up with the Township for the progress of the displays.

Open. In Progress.

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr

Option 2 lithium battery. Will need to be replaced at 10 yr

New charging station, blades, and accessory are part of package

Spare Zamboni will be sold, existing Zamboni will become spare

Update 10/18/2023.

Zamboni has been ordered with lithium batteries. The delivery estimate is over a year.

Electric edger should be arriving soon.

Update 2/21/2023.

The Zamboni has been ordered and the exact delivery is still not confirmed. The edger that was ordered with the Zamboni may arrive before the Zamboni.

The Township and Rink Staff will need to contact an electrician to confirm if the existing electrical panels will support the charging equipment for the new Zamboni.

Update 3/21/2023.

Existing primary Zamboni has a few maintenance issues while we are waiting for the delivery of the new Zamboni. The parts have been ordered for the maintenance repairs to the existing Zamboni. Once the part arrives, they will be installed.

Open. In Progress.

Female Locker

Need to place a request into the Township for an official female locker.

Update 2/21/2023.

The Township reported that there is an Intent Resolution in place in the form of a Bond to the Township that will provide funding for repairs, upgrades, and improvements to the Skatium. The funding will address mission critical issues and repairs to the facility as the priority. Additional funding will be available for improvements to the facility. Infrastructure and mechanical items will be addressed by the Township and the Township Engineer. The Advisory Board suggested forming a subcommittee to develop a priority list and suggestions for upgrades and improvements. Items such as the addition of female locker rooms will be addressed in addition to the items below:

- Electric Zamboni

- Replacement of the cooling tower

- Replacement of the motor control center

- Replacement of chillers

- Replacement of metal doors in key areas

- Renovations to the existing locker rooms and existing bathrooms.

Upgrades to the façade of the building and upgrades to the lighting around the exterior of the building
Green space and trees

Update 3/21/2023.

Check to ensure that the board's intentions of the female locker room is understood.

Update 4/18/2023.

The Advisory Board and Rink Staff are waiting for surveys to return so they can be compiled, and the results given to the Township. The Advisory Board members will follow up on the return of the surveys.

Open. In Progress

Delivery Services

We are getting reports that food delivery service coming through rink to get to Hav A Burger. Need to post signs redirect traffic through the Hav A Burger entrance.

Open. No update

Directional Signs

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township. Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township and will install the signs in the appropriate location.

Open. No Update.

Board Terms

The terms for Board Members were discussed.

The Bylaws indicate 5 years terms for members, but the Township appoints members to 3-year terms. We need to change the bylaws to coincide with the appointment terms set forth by the Township. The Advisory Board also needs to adjust expiring terms of members to be no more than 3 open positions per year.

Update 2/21/2023.

The Advisory Board discussed the inconsistency with the Township terms, and it was mutually agreed that the 3-year term should preside. The Advisory Board will consult with the Commissioner Liaison to amend the bylaw to match the 3- year term.

To address the expiring terms several of the existing Advisory Board members have agreed to renew their appointment in 2023 to realign the expiration dates to satisfy the bylaws.

Update 3/21/2023.

Closed (This item will be removed after the April meeting)

Advertising

Advertisements on the boards are detaching from the boards and we need to find a solution. We received some interest from Aqua in sponsoring and/or advertising primarily on the Zamboni. If Zamboni is not available, we can allow other locations for advertising such as the digital displays.

Update 3/21/2021

Maybe use social media to look for new avenues of advertising including clock and scoreboard.

Update 4/18/2023.

Some advertisements have been repaired. Some will need adjustments to the board whereby aluminum parts will need to be installed in the boards to accommodate the signs.

Open. In Progress.

Clock Banner

The Township is looking to replace the clock sign with one banner.

Open. No Update.

Energy Audit

The Townships reports that an energy audit has been performed on the building recently. Due to the nature of operating an ice rink facility our energy consumption is higher in comparison to other Township buildings. In upcoming meetings,

we will discuss items to reduce energy consumption.

Update 3/21/2023:

Closed (This item will be removed after the April meeting)

Additional Income

One of the Advisory Board members suggested that a long-term rental of the second floor for a workout facility could generate additional revenue for the Skatium. It is an item that has been discussed in the past and additional revenue would be welcome. However, the existing space cannot be committed to one purpose and exclude other groups and usage. We agreed to table the conversation and revisit the topic as improvements to the facility and space planning are discussed.

Open. No Update.

Bluetooth radio security (moved from previous months new business)

Request to Township IT to secure the Bluetooth module for wireless access to the sound system

Update 4/18/2023.

The Bluetooth module was installed and is completed.

Closed (This item will be removed after the May meeting)

Bag policy signage (moved from previous months new business)

Request to Township and Rink management for no backpack signs

Update 4/18/2023.

The rink staff and the ice board discussed the verbiage for the sign.

“Equipment bags for Ice Participants only no backpacks or school bags permitted.”

“No bags permitted except equipment bags for Ice Participants.”

Open. In Progress

CO2 detectors test (moved from previous months new business)

The Fire Department request to check CO2 detectors.

Update 4/18/2023.

The Rink Staff will contact the fire alarm vendor and arrange for inspection of the Co2 detectors along with the fire alarm inspection. It was suggested by the Advisory Board that the fire alarm system, including the Co2 detectors, are inspected each year.

Open. In Progress

Bleacher locker room access (moved from previous months new business)

Better access is needed from middle and rear doors.

Update 4/18/2023.

There are no utilities in the locker rooms and additional discussion is needed.

Open. In Progress

Cooling tower (moved from previous months new business)

The cooling tower is scheduled to be replaced in the fall. There is an approximate lead time of 32 weeks for the parts.

Update 4/18/2023.

Open. In Progress

Compressor (moved from previous months new business)

The compressor will be replaced ASAP.

Update 4/18/2023.

Work has been completed and the item is closed.

(This item will be removed after the May meeting)

Chiller (moved from previous months new business)

The chiller will need to be replaced.

Update 4/18/2023.

The Township budget plan is to replace the chiller in 2024/25

Open. In Progress

New Business:

First aid supplies

Existing first aid supplies are stored in office, the skate rental room, and the scorer's bench.

Update 4/18/2023.

At the request of the Rink Staff, the Director of Paramedics visited and met with the Rink Staff. The Director assessed the needs of the facility and all items have been fulfilled.

Closed (This item will be removed after the May meeting)

Learn to Skate

The summer program is scheduled to begin in June.

Lock for Girls Locker

A new digital lock has been ordered for the girl's locker room to address an access issue for the participants.

Adjournment:

Barbara made motion to adjourn the meeting.

Jeremy seconded the motion.

The meeting adjourned 8:45 p.m.

The next meeting is scheduled for May 16, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,

Rich Caesar



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, May 16th, 2023

Time: 7:30 P.M.

Call to order

Roll Call

Approval of minutes from last meeting – April 18th, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Game Beast/ FrontLine
- Gates for Zamboni/ Boards adjustment
- Zamboni Maintenance
- Front door artwork / Electronic displays / Tenant traffic routing
- Rink external signage
- Locker Room Capital Improvements - Survey
- Bag Policy

New Business

Adjournment



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, June 20th, 2023

Time: 7:30 P.M.

Call to order

Roll Call

Approval of minutes from last meeting – April 18th, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Game Beast/ FrontLine
- Gates for Zamboni/ Boards adjustment
- Zamboni Maintenance
- Front door artwork / Electronic displays / Tenant traffic routing
- Rink external signage
- Locker Room Capital Improvements - Survey
- Bag Policy

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday June 20, 2023

The next meeting is scheduled for Tuesday, July 18, 2023 @ 7:30 p.m. At the Skatium

Attendees:

Jeremy Beha, Barbara Latsios, Drew Simcox, Scot Lindelow, Jason Brinn, Rob Cohen, Rich Caesar, Marc Dalessandro, and Commissioner Liaison Brian Gondeck

Absent:

Kate Stickle, Elizabeth Natal, Rick Turnbull

Call to Order:

Jeremy called the meeting to order at 7:30 pm

Approval of Meeting Minutes:

The Meeting Minutes from the April meeting were approved with no changes or amendments. There was no meeting in May.

Public Comment:

None

Financial:

Our monthly revenue is down from this month last year as well as the yearly total to date. Maintenance and repair costs are considerably higher this year than in the previous year. Utility costs are also higher this year due to the change to our electrical supplier. The Township has changed the electrical supplier to a renewable energy company and the monthly cost is significantly higher. While some inflows are expected to arrive soon there will still be a difference in revenue. The Advisory Board is concerned with the significantly higher electric charges and believes that the Commissioners should search for another supplier.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months. The Rink Staff indicated a rough outline should be completed for next month.

Update 10/18

A draft copy of the operations manual is now available for the following topics: Zamboni procedure, First aid procedure, Skate guard procedure, Referee procedure, Employee check list and expectations. Need to add security procedure and procedure for daily events and for scheduled events, etc. A procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the

Township should be consulted.

Update 1/17/2023.

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Update 2/21/2023.

The Advisory Board received a rough draft of the Operations Manuals from the Rink Staff. The documents will be circulated among the Advisory Board members for review and comment before approval.

Update 3/21/2023.

Still being reviewed.

Update 6/20/2023

The Advisory Board has decided to format each document similarly before the final review of all the documents.

Open. In Progress

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/18

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director. The Advisory Board feels this is a critical item and needs follow-up and needs to be developed. Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director(s).

Update 2/21/2023:

The Rink Staff again indicated that a job description for the Assistant Director does not exist. The Advisory Board again reiterates the importance of the proper documentation for the positions. The Rinks Staff will speak to the Township for assistance with the creation of the position description.

Update 3/21/2023.

Job descriptions have been submitted to the township. HR is reviewing.

Update 4/18/2023.

The Rink staff will follow up with the Township for an update on the review process.

Open. In Progress.

Gates for Zamboni

One gate is installed on the locker room side of Zamboni entry/ramp.

The second gate needs to be installed on the other side of Zamboni entry/ramp.

The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now. (printed sign, not handwritten in crayon)

Update 1/17/2023.

Gates were placed on hold until March/April

Update 3/21/2023:

Still scheduled for Q2

Update 4/18/2023.

There is an issue with the height of the gates that are available. The Rink Staff will research additional options that will work.

Update 6/20/2023

Since the availability and cost of the higher gate is still an issue other options were discussed. A chain across the area was discussed but it was decided it was not enough of a deterrent to pedestrians entering the area. The Rink Staff agreed to look at the feasibility of a movable barricade.

Open. In Progress

Front Door Artwork

The Advisory Board asked if we could install artwork on 2 front door panels (currently brown) The

Rink Staff will place work order and get it scheduled. Can be designed by the Township. The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered. Update 10/18

The Rink Staff followed up today and did not hear back yet.

Open. In Progress

Update 2/21/2023.

The Rink staff will speak to Township about a design for additional artwork on the brown panels at the front door and will also include the side door artwork.

Update 3/21/2023:

The Rinks Staff will check the progress of the sample artwork.

Update 4/18/2023.

Several examples have been created and a selection has been suggested by the Advisory Board.

The Advisory Board will notify the Township on the selection so it can be ordered and installed.

Update 6/20/2023

An Advisory Board member will check with the Township for the progress and/or proofs for the artwork for the doors.

Open. In Progress.

Electronic Displays

New displays for banners.

The Township is still looking into.

Still need to get a few electronic displays (future)

Some banners have been identified to be removed.

Some banners have been identified to be moved or consolidated.

Update 2/21/2023.

The Township has contacted an electrician to install outlets for the displays so they can move forward to install the monitors.

Update 3/21/2023.

Questions were raised about which organizations will receive access to the electronic displays.

Update 4/18/2023.

The Rink Staff will follow up with the Township for the progress of the displays.

Open. In Progress.

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr

Option 2 lithium battery. Will need to be replaced at 10 yr

New charging station, blades, and accessory are part of package

Spare Zamboni will be sold, existing Zamboni will become spare

Update 10/18/2023.

Zamboni has been ordered with lithium batteries. The delivery estimate is over a year.

Electric edger should be arriving soon.

Update 2/21/2023.

The Zamboni has been ordered and the exact delivery is still not confirmed. The edger that was ordered with the Zamboni may arrive before the Zamboni.

The Township and Rink Staff will need to contact an electrician to confirm if the existing electrical panels will support the charging equipment for the new Zamboni.

Open. In Progress.

Zamboni Repair

3/21/2023

Existing primary Zamboni has a few maintenance issues while we are waiting for the delivery of the new Zamboni. The parts have been ordered for the maintenance repairs to the existing Zamboni. Once the part arrives, they will be

installed.

Update 6/20/2023

The parts were received for the repair of the existing Zamboni.
Completed and closed. (This item will be removed after the July meeting)

Female Locker

Need to place a request into the Township for an official female locker.

Update 2/21/2023.

The Township reported that there is an Intent Resolution in place in the form of a Bond to the Township that will provide funding for repairs, upgrades, and improvements to the Skatium. The funding will address mission critical issues and repairs to the facility as the priority. Additional funding will be available for improvements to the facility. Infrastructure and mechanical items will be addressed by the Township and the Township Engineer. The Advisory Board suggested forming a subcommittee to develop a priority list and suggestions for upgrades and improvements. Items such as the addition of female locker rooms will be addressed in addition to the items below:

Electric Zamboni

Replacement of the cooling tower (see details below)

Replacement of the motor control center

Replacement of chillers (see details below)

Replacement of metal doors in key areas

Renovations to the existing locker rooms and existing bathrooms.

Upgrades to the façade of the building and upgrades to the lighting around the exterior of the building Green Space and trees

Update 3/21/2023.

Check to ensure that the board's intentions of the female locker room is understood.

Update 4/18/2023.

The Advisory Board and Rink Staff are waiting for surveys to return so they can be compiled, and the results given to the Township. The Advisory Board members will follow up on the return of the surveys.

Update 6/20/2023

The Township has suggested that a shaping committee formed consisting of 3 members of Advisory Board.
(See below for additional details on each of the remaining item)

Open. In Progress

Cooling tower

3/21/2023

The cooling tower is scheduled to be replaced in the fall. There is an approximate lead time of 32 weeks for the parts.

Update 6/20/2023

The replacement of the Towers has been approved by the Township. They have been ordered and expected to be replaced this fall.

Open. In Progress

Chiller

3/21/2023

The chiller will need to be replaced.

Update 4/18/2023.

The Township budget plan is to replace the chiller in 2024/25

Update 6/20/2023

The replacement of the Chillers has been approved by the Township. Unfortunately, the proposals are higher than expected but the Chillers are essential to the operation of the facility. They will be ordered with an expected delivery date of May of 2024. The installation process is expected to interrupt the operation of the Skatium for approximately 4 to 6 weeks. This will affect the 2024 spring and summer programs. It is suggested that open communication between the Skatium and each Club begin as soon as possible.

Open. In Progress

Delivery Services

We are getting reports that food delivery services (Grub Hub, Door Dash) are coming through rink to get to Hav A Burger. Need to post signs to redirect traffic through the Hav A Burger entrance.

Open. No update

Directional Signs

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township. Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township and will install the signs in the appropriate location.

Open. No Update.

Advertising

Advertisements on the boards are detaching from the boards and we need to find a solution. We received some interest from Aqua in sponsoring and/or advertising primarily on the Zamboni. If Zamboni is not available, we can allow other locations for advertising such as the digital displays.

Update 3/21/2021

Maybe use social media to look for new avenues of advertising including clock and scoreboard.

Update 4/18/2023.

Some advertisements have been repaired. Some will need adjustments to the board whereby aluminum parts will need to be installed in the boards to accommodate the signs.

Open. No Update.

Clock Banner

The Township is looking to replace the clock sign with one banner.

Open. No Update.

Additional Income

One of the Advisory Board members suggested that a long-term rental of the second floor for a workout facility could generate additional revenue for the Skatium. It is an item that has been discussed in the past and additional revenue would be welcome. However, the existing space cannot be committed to one purpose and exclude other groups and usage. We agreed to table the conversation and revisit the topic as improvements to the facility and space planning are discussed.

Open. No Update.

Bag policy signage

3/21/2023

Request to Township and Rink management for no backpack signs

Update 4/18/2023.

The Rink Staff and the Advisory Board discussed the verbiage for the sign.

“Equipment bags for Ice Participants only, no backpacks or school bags permitted.”

“No bags permitted, except equipment bags for Ice Participants.”

Update 6/20/2023

The Rink Staff will contact the Township to review the possible content of the signs. (see suggested verbiage above)

Open. In Progress

CO2 detectors test

3/21/2023

The Fire Department request to check CO2 detectors.

Update 4/18/2023.

The Rink Staff will contact the fire alarm vendor and arrange for an inspection of the Co2 detectors along with the fire alarm inspection. It was suggested by the Advisory Board that the fire alarm system, including the Co2 detectors, are inspected each year.

Update 6/20/2023

The rink staff will follow up with the Fire Alarm company.

Open. In Progress

Bleacher locker room access

3/21/2023

Better access is needed from middle and rear doors.

Update 4/18/2023.

There are no utilities in the locker rooms and additional discussion is needed.

Update 6/20/2023

There are no options currently due to safety concerns.

Closed (This will be removed after the July meeting)

Learn to Skate (moved from previous months new business)

4/18/2023

The summer program is scheduled to begin in June.

Update 6/20/2023

Enrollment for the program is down for this year and the program is in jeopardy. Times and schedule have been cited as possibly issues. The Skating Director of the Crossroads figure skating Club has resigned due to constant conflicts, regarding availability of ice with Rink Management. The Club is currently looking for a replacement.

Lock for Girls Locker (moved from previous months new business)

A new digital lock has been ordered for the girl's locker room to address an access issue for the participants.

Update 6/20/2023

Completed and closed (This item will be removed after the July meeting)

New Business:

Camera System

6/20/2023

The Rink Staff mentioned there were a few incidents that required review of the video surveillance recordings. Some of the items were not captured so it was suggested that we reevaluate the video surveillance system for two items. First, we need to adjust some of the existing camera views to include more of the common areas and less of the ice surface. Second, we need to check the recording parameters for each camera to ensure they are recording and capturing the content needed.

Open. In Progress.

Zamboni Exit

6/20/2023

Unauthorized parking outside of the Zamboni exit has become an increasing problem. The Zamboni has been blocked more often recently. The "No Parking" signs have been removed in recent years and will need to be replaced. In addition, signs will need to be added to restrict playing on the snow piles, removing snow from the snow piles, and throwing snowballs at the building and equipment.

Open. In Progress.

Adjournment:

Rob made motion to adjourn the meeting.

Barbara seconded the motion.

The meeting adjourned 8:45 p.m.

The next meeting is scheduled for July 18, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,
Rich Caesar



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, August 15th, 2023

Time: 7:30 P.M.

Call to order

Roll Call

Approval of minutes from last meeting – June 20th, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Game Beast/ FrontLine
- Gates for Zamboni/ Boards adjustment
- Zamboni Maintenance
- Front door artwork / Electronic displays / Tenant traffic routing
- Rink external signage
- Locker Room Capital Improvements - Survey
- Bag Policy

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday August 15, 2023

The next meeting is scheduled for September 19, 2023 @ 7:30 p.m. At the Skatium

Attendees:

Barbara Latsios, Scot Lindelow, Jason Brinn, Rich Caesar, Rick Turnbull

Absent:

Kate Stickle, Elizabeth Natal, Jeremy Beha, Rob Cohen, Drew Simcox, Marc Dalessandro, and Commissioner Liaison Brian Gondeck

Call to Order:

Rich called the meeting to order at 7:35 pm

Approval of Meeting Minutes:

There was no meeting in July. The Meeting Minutes from the June meeting were approved with one change to the date of the meeting.

Public Comment:

None

Financial:

Our monthly revenue is down this month, but we are still profitable for the year. We are in a similar position compared to the same time last year. Revenue at this time of the year generally trends downward and increases as the fall approaches. It is again noted that the cost of utilities is significantly higher this year due to the change to our electrical supplier the Township has selected. The Advisory Board is concerned with the significantly higher electric charges and believes that the Commissioners should search for another supplier or the trend with continue in the negative direction.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months. The Rink Staff indicated a rough outline should be completed for next month.

Update 10/18/2023

A draft copy of the operations manual is now available for the following topics: Zamboni procedure, First aid procedure, Skate guard procedure, Referee procedure, Employee check list and expectations. Need to add security procedure and procedure for daily events and for scheduled events, etc. A procedure document will be sent to the Board for comments for review and comments. Once comments are received management can update. Once about 80% complete the Township should be consulted.

Update 1/17/2023

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory Board.

Update 2/21/2023

The Advisory Board received a rough draft of the Operations Manuals from the Rink Staff. The documents will be circulated among the Advisory Board members for review and comment before approval.

Update 3/21/2023

Still being reviewed.

Update 6/20/2023

The Advisory Board has decided to format each document similarly before the final review of all the documents.
Open. In Progress

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/18/2023

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director. The Advisory Board feels this is a critical item and needs follow-up and needs to be developed. Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director(s).

Update 2/21/2023

The Rink Staff again indicated that a job description for the Assistant Director does not exist. The Advisory Board again reiterates the importance of the proper documentation for the positions. The Rinks Staff will speak to the Township for assistance with the creation of the position description.

Update 3/21/2023

Job descriptions have been submitted to the Township. HR is reviewing.

Update 4/18/2023

The Rink staff will follow up with the Township for an update on the review process.

Update 8/15/2023

The Assistant Director job description is still needed and very important, and this has been an open item for several months now. The Rink Staff will contact the Township to determine the progress of the job description and when this item can be addressed.

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One gate is installed on the locker room side of Zamboni entry/ramp.

The second gate needs to be installed on the other side of Zamboni entry/ramp.

The Rink Staff is looking for a second gate.

May not need a gate on either side if chain and sign are sufficient. Suggested that we use a chain and sign for now. (printed sign, not handwritten in crayon)

Update 1/17/2023

Gates were placed on hold until March/April

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Since the availability and cost of the higher gate is still an issue other options were discussed. A chain across the area was discussed but it was decided it was not enough of a deterrent to pedestrians entering the area. The Rink Staff agreed to look at the feasibility of a movable barricade.

Update 8/15/2023

The new gate has arrived and is on site. We are waiting for the Township to schedule the installation of the gate. The

Rink Staff will contact the Township to determine the progress of the job description and when this item can be addressed.

Open. In Progress

Front Door Artwork

The Advisory Board asked if we could install artwork on 2 front door panels (currently brown) The Rink Staff will place work order and get it scheduled. Can be designed by the Township. The Rink Staff spoke to the Township, they will decide what to place on panels. Will then be ordered. Update 10/18

The Rink Staff followed up today and did not hear back yet.

Update 2/21/2023

The Rink staff will speak to Township about a design for additional artwork on the brown panels at the front door and will also include the side door artwork.

Update 3/21/2023

The Rinks Staff will check the progress of the sample artwork.

Update 4/18/2023

Several examples have been created and a selection has been suggested by the Advisory Board.

The Advisory Board will notify the Township on the selection so it can be ordered and installed.

Update 6/20/2023

An Advisory Board member will check with the Township for the progress and/or proofs for the artwork for the doors.

Update 8/15/2023

The artwork has arrived and has been installed.

Closed. (This item will be removed after the September meeting)

Electronic Displays

New displays for banners.

The Township is still looking into.

Still need to get a few electronic displays (future)

Some banners have been identified to be removed.

Some banners have been identified to be moved or consolidated.

Update 2/21/2023

The Township has contacted an electrician to install outlets for the displays so they can move forward to install the monitors.

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Questions were raised about which organizations will receive access to the electronic displays.

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Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr.

Option 2 lithium battery. Will need to be replaced at 10 yr.

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Spare Zamboni will be sold, existing Zamboni will become spare.

Update 10/18/2023

Zamboni has been ordered with lithium batteries. The delivery estimate is over a year.

Electric edger should be arriving soon.

Update 2/21/2023

The Zamboni has been ordered and the exact delivery is still not confirmed. The edger that was ordered with the Zamboni may arrive before the Zamboni.

The Township and Rink Staff will need to contact an electrician to confirm if the existing electrical panels will support the

charging equipment for the new Zamboni.

Open. In Progress.

Female Locker

Need to place a request into the Township for an official female locker.

Update 2/21/2023

The Township reported that there is an Intent Resolution in place in the form of a Bond to the Township that will provide funding for repairs, upgrades, and improvements to the Skatium. The funding will address mission critical issues and repairs to the facility as the priority. Additional funding will be available for improvements to the facility. Infrastructure and mechanical items will be addressed by the Township and the Township Engineer. The Advisory Board suggested forming a subcommittee to develop a priority list and suggestions for upgrades and improvements. Items such as the addition of female locker rooms will be addressed in addition to the items below:

Electric Zamboni

Replacement of the cooling tower (see details below)

Replacement of the motor control center

Replacement of chillers (see details below)

Replacement of metal doors in key areas

Renovations to the existing locker rooms and existing bathrooms.

Upgrades to the façade of the building and upgrades to the lighting around the exterior of the building Green Space and trees

Update 3/21/2023

Check to ensure that the board's intentions of the female locker room are understood.

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The Advisory Board and Rink Staff are waiting for surveys to return so they can be compiled, and the results given to the Township. The Advisory Board members will follow up on the return of the surveys.

Update 6/20/2023

The Township has suggested that a shaping committee formed consisting of 3 members of Advisory Board.

(See below for additional details on each of the remaining item)

Update 8/15/2023

An Advisory Board Sub Committee met with the Township Engineer and a Township Representative on July 24th to review a possible locker solution. It was agreed at the meeting that the Township and Township Engineer would engage professional services for a space utilization study The Township Engineer will determine any structural requirement needed for the solution.

Open. In Progress

Cooling tower

3/21/2023

The cooling tower is scheduled to be replaced in the fall. There is an approximate lead time of 32 weeks for the parts.

Update 6/20/2023

The replacement of the Towers has been approved by the Township. They have been ordered and expected to be replaced this fall.

Update 8/15/2023

The Rink Staff was notified that the cooling tower project is tentatively scheduled for September and no shutdown of the facility is needed.

Open. In Progress

Chiller

3/21/2023

The chiller will need to be replaced.

Update 4/18/2023.

The Township budget plan is to replace the chiller in 2024/25

Update 6/20/2023

The replacement of the Chillers has been approved by the Township. Unfortunately, the proposals are higher than

expected but the Chillers are essential to the operation of the facility. They will be ordered with an expected delivery date of May of 2024. The installation process is expected to interrupt the operation of the Skatium for approximately 4 to 6 weeks. This will affect the 2024 spring and summer programs. It is suggested that open communication between the Skatium and each Club begin as soon as possible.

Update 8/15/2023

Communication has been sent to each club to let them know the details of the project and that the facility will be closed during the repairs.

Open. In Progress

Delivery Services

We are getting reports that food delivery services (Grub Hub, Door Dash) are coming through rink to get to Hav A Burger. Need to post signs to redirect traffic through the Hav A Burger entrance.

Update 8/15/2023

The signs have been ordered, delivered, and installed.

Closed. (This item will be removed after the September meeting)

Directional Signs

Exterior signs for directions to Hav-A-Burger will be ordered, delivered, and installed by the Township. Fixed directional signs are approved and should be requested through the Township.

The Rink Staff will speak to the Township for design and deployment of the signs.

The Skatium will order the signs through the Township and will install the signs in the appropriate location.

Update 8/15/2023

The signs have been ordered, delivered, and installed.

Closed. (This item will be removed after the September meeting)

Advertising

Advertisements on the boards are detaching from the boards and we need to find a solution. We received some interest from Aqua in sponsoring and/or advertising primarily on the Zamboni. If Zamboni is not available, we can allow other locations for advertising such as the digital displays.

Update 3/21/2021

Maybe use social media to look for new avenues of advertising including clock and scoreboard.

Update 4/18/2023

Some advertisements have been repaired. Some will need adjustments to the board whereby aluminum parts will need to be installed in the boards to accommodate the signs.

Update 8/15/2023

Many of the banners are scheduled for replacement by the end of the year. The Rink Staff will contact the advertisers to prompt the renewal of the contracts.

Open. In Progress

Clock Banner

The Township is looking to replace the clock sign with one banner.

Update 8/15/2023

The Rink Staff will contact the Township for the status of this item.

Open. In Progress

Additional Income

One of the Advisory Board members suggested that a long-term rental of the second floor for a workout facility could generate additional revenue for the Skatium. It is an item that has been discussed in the past and additional revenue would be welcome. However, the existing space cannot be committed to one purpose and exclude other groups and usage. We agreed to table the conversation and revisit the topic as improvements to the facility and space planning are discussed.

Update 8/15/2023

This topic has been raised several times in the past and it is not feasible to convert a multi-function space into a single

purpose space. Therefore, we will close this item and address it in the future if a better plan is presented.
Closed. (This item will be removed after the September meeting)

Bag policy signage

3/21/2023

Request to Township and Rink management for no backpack signs

Update 4/18/2023.

The Rink Staff and the Advisory Board discussed the verbiage for the sign.

“Equipment bags for Ice Participants only, no backpacks or school bags permitted.”

“No bags permitted, except equipment bags for Ice Participants.”

Update 6/20/2023

The Rink Staff will contact the Township to review the possible content of the signs. (see suggested verbiage above)

Update 8/15/2023

Signs have been posted with the Township approved verbiage.

Closed. (This item will be removed after the September meeting)

CO2 detectors test

3/21/2023

The Fire Department request to check CO2 detectors.

Update 4/18/2023

The Rink Staff will contact the fire alarm vendor and arrange for an inspection of the Co2 detectors along with the fire alarm inspection. It was suggested by the Advisory Board that the fire alarm system, including the Co2 detectors, are inspected each year.

Update 6/20/2023

The rink staff will follow up with the Fire Alarm company.

Update 8/15/2023

The Co2 Detectors have been tested and certified. It was confirmed that they are tested and inspected each year along with the fire alarm system.

Closed. (This item will be removed after the September meeting)

Learn to Skate

4/18/2023

The summer program is scheduled to begin in June.

Update 6/20/2023

Enrollment for the program is down for this year and the program is in jeopardy. Times and schedule have been cited as possibly issues. The Skating Director of the Crossroads figure skating Club has resigned due to constant conflicts, regarding availability of ice with Rink Management. The Club is currently looking for a replacement.

Update 8/15/2023

Over the past few summers, the program has experienced progressively lower enrollment and there will be no program this summer. Some contributing factors have been Covid shutdown and schedule availabilities.

Closed. (This item will be removed after the September meeting)

Camera System (moved from previous months new business)

6/20/2023

The Rink Staff mentioned there were a few incidents that required review of the video surveillance recordings. Some of the items were not captured so it was suggested that we reevaluate the video surveillance system for two items. First, we need to adjust some of the existing camera views to include more of the common areas and less of the ice surface. Second, we need to check the recording parameters for each camera to ensure they are recording and capturing the content needed.

Update 8/15/2023

The existing cameras have been adjusted to address any issue with camera views and common areas. The recording parameters have been checked and tested and some adjustments were necessary for a more functional system. It was suggested that we consider adding a few cameras in the future in low coverage areas. It was also suggested that we

monitor the hard drive size for recorded video retention and add hard drives in the future if needed.
Closed. (This item will be removed after the September meeting)

Zamboni Exit (moved from previous months new business)

6/20/2023

Unauthorized parking outside of the Zamboni exit has become an increasing problem. The Zamboni has been blocked more often recently. The "No Parking" signs have been removed in recent years and will need to be replaced. In addition, signs will need to be added to restrict playing on the snow piles, removing snow from the snow piles, and throwing snowballs at the building and equipment.

Update 8/15/2023

The Rink Staff will follow up with the Township for "No Parking" signs and possibly install stripes to indicate the no parking zone.

Open. In Progress.

New Business:

Crossroads Skating Club

8/15/2023

The Crossroads Skating Club has not renewed their contract for all weekly ice slots and has only renewed the one-hour Sunday slot. The weekday slots are now managed by the Skatium and managed by the Skating Director and Assistant Skating Director as a Freestyle Program. Several Advisory Board Members expressed concern over the loss of a lucrative contract for the Skatium and doubts that the program will be as successful with Skatium management running it.

Yearly Contracts

8/15/2023

Most of the previous year's contracts are in place and will be renewed by each of the clubs for the fall. There are a few intermittent ice slots available, but they have historically been difficult to fill since they are fewer desirable days and times.

Adjournment:

Barbara made a motion to adjourn the meeting.

Scot seconded the motion.

The meeting adjourned 8:35 p.m.

The next meeting is scheduled for September 19, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,

Rich Caesar



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, September 19th, 2023

Time: 7:30 P.M.

Call to order

Roll Call

Approval of minutes from last meeting – August 15th, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Game Beast/ FrontLine
- Zamboni Maintenance
- Locker Room Capital Improvements - Update
- Fee Schedule
- Chiller replacement update

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday September 19, 2023

The next meeting is scheduled for October 17, 2023 @ 7:30 p.m. At the Skatium

Attendees:

Jeremy Beha, Drew Simcox, Barbara Latsios, Rob Cohen, Jason Brinn, Kate Stickle (online), Marc Dalessandro Rich Caesar, and Commissioner Liaison Brian Gondeck

Absent:

Elizabeth Natal, Scot Lindelow, Rick Turnbull

Call to Order:

Jeremy called the meeting to order at 7:33 pm

Approval of Meeting Minutes:

The Meeting Minutes from the August meeting were approved.

Public Comment:

None

Financial:

Monthly revenue is down again compared to the year-over-year figures, but we are still profitable for the year. There are several club payments that are due and will close some of the gap in revenue in comparison to the same time period as last year. The Advisory Board again discussed the concerns over the increased utility costs due to the change in electrical suppliers. It was noted that the increase is approximately \$20k higher than the same time period as last year. The Commissioner Liaison will request the invoices and compare the usage (in Kilowatt Hours) and cost (in dollars) for the same time period in 2022.

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Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months. The Rink Staff indicated a rough outline should be completed for next month.

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Update 3/21/2023

Still being reviewed.

Update 6/20/2023

The Advisory Board has decided to format each document similarly before the final review of all the documents.

9/19/2023

The Operations Manual has been formatted and assembled. It will be reviewed by a subcommittee and will be published. It was suggested by the Advisory Board that the operations manual is reviewed twice a year for accuracy and necessary revisions.

Open. In Progress

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

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was discussed but it was decided it was not enough of a deterrent to pedestrians entering the area. The Rink Staff agreed to look at the feasibility of a movable barricade.

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The gates have been installed and are in operation.

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9/19/2023

The Township has released a solicitation for a design to several architectural firms and participation responses are expected to be returned by the end of September.

Open. In Progress

Cooling tower

3/21/2023

The cooling tower is scheduled to be replaced in the fall. There is an approximate lead time of 32 weeks for the parts.

Update 6/20/2023

The replacement of the Towers has been approved by the Township. They have been ordered and expected to be replaced this fall.

Update 8/15/2023

The Rink Staff was notified that the cooling tower project is tentatively scheduled for September and no shutdown of the facility is needed.

9/19/2023

The installation of the project is scheduled to begin in the next few weeks.

Open. In Progress

Chiller

3/21/2023

The chiller will need to be replaced.

Update 4/18/2023.

The Township budget plan is to replace the chiller in 2024/25

Update 6/20/2023

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Update 8/15/2023

The Rink Staff will follow up with the Township for "No Parking" signs and possibly install stripes to indicate the no parking zone.

9/19/2023

The "No Parking" signs will be re-installed. The Township is still considering stripping the area for no parking

Open. In Progress.

Crossroads Skating Club (moved from previous months new business)

8/15/2023

The Crossroads Skating Club has not renewed their contract for all weekly ice slots and has only renewed the one-hour Sunday slot. The weekday slots are now managed by the Skatium and managed by the Skating Director and Assistant Skating Director as a Freestyle Program. Several Advisory Board Members expressed concern over the loss of a lucrative contract for the Skatium and doubts that the program will be as successful with Skatium management running it.

9/19/2023

The topic was again discussed, and it appears the contributing factor was poor communication.

Closed (This item will be removed after the October meeting)

Yearly Contracts (moved from previous months new business)

8/15/2023

Most of the previous year's contracts are in place and will be renewed by each of the clubs for the fall. There are a few intermittent ice slots available, but they have historically been difficult to fill since they are fewer desirable days and times.

9/19/2023

It was discussed that this is an operational item and should not be listed on the monthly meeting minutes

Closed (This item will be removed after the October meeting)

New Business:

HVAC Issue

9/19/2023

The Rink Staff reported that the temperature inside the rink appeared to be higher than normal. The indoor temperature should be between 40 and 60 degrees F based on the temperature outdoor and the time of year. The indoor temperature seemed to be hovering at 72 degrees F. The contracted repair company was on site and did not have the issue recorded on their work order, so the issue was not addressed during the last visit. The Rink Staff expressed concern that the contracted repair company did not send qualified technicians to service the mechanical equipment. It is Township Policy that the Rink Staff cannot contact the contractor directly but instead the Rink Staff is required to contact the Township and in turn the Township contacts the contractor. The Commissioner Liaison will follow up with the Township to coordinate a return visit and diagnose the issue. At the same time they will address the contractual issue of providing qualified technicians and qualified service in accordance to the contract.

Annual Fee Schedule

9/19/2023

As a precursor, the Advisory Board President read aloud the duties and responsibilities of the Advisory Board Members. Each year the Annual Fee Schedule is required to be analyzed and adjusted according to the recommendations of Rink Management and the market conditions. The annual fee schedule and any adjustments should be developed by Rink Management, presented to the Advisory Board for comment and recommendations, presented and approved by the Board of Commissioners for approval. Once approved by the Board of Commissioners the new Annual Fee Schedule should be posted/displayed for the public to view.

Adjournment:

Barbara made a motion to adjourn the meeting.

Jason seconded the motion.

The meeting adjourned 8:38 p.m.

The next meeting is scheduled for October 17, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,
Rich Caesar



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, October 17th, 2023

***NEW START TIME: 6:30 P.M.**

Call to order

Roll Call

Approval of minutes from last meeting – September 19th, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Maintenance Issues
- Locker Room Capital Improvements - Update
- Fee Schedule - Update
- Chiller replacement - Update
- Key milestones - Update
- Electric rates - Update

New Business

Adjournment



Ice Rink Advisory Board Meeting Minutes

Tuesday October 17, 2023

The next meeting is scheduled for Tuesday, November 21, 2023 @ 7:30 p.m., at the Skatium, 2nd floor.

Attendees:

Commissioner Liaison Brian Gondeck, Jeremy Beha, Drew Simcox, Barbara Latsios, Scot Lindelow, Kate Stickle, Rob Cohen, and Rick Turnbull.

Absent:

Elizabeth Natal, Jason Brinn, and Rich Caesar. The members noted that Elizabeth Natal has never attended a meeting and should be replaced.

Call to Order:

Jeremy called the meeting to order at 6:45 pm.*

*Today's meeting started one hour earlier due to the Philadelphia Phillies NCLS playoff game.

Approval of Meeting Minutes:

The Meeting Minutes from the September 19, 2023, meeting was anonymously approved by members present.

Public Comment:

None.

Financial:

The monthly revenue is down again this month, but there is a profit showing for the year. The current profit is less than the one year ago. Skatium management expects the revenue to improve as the season begins. It is again noted that the cost of utilities is significantly higher this year due to the change to our electrical supplier the Township has selected. The Advisory Board is concerned with the significantly higher electric charges and believes that the Commissioners should search for another supplier or the trend with continue in the negative direction.

Commissioner Gondeck addressed the Boards concern regarding the green electric supplier. He spoke to Aimee Cuthbertson who indicated that the rates are within her allotted budget. It was brought to the Commissioner's attention that the allotted budget has been considerably increased since last year. The Board will continue to monitor the utility bills and make recommendations after a full year's cycle at the higher rate.

Old Business:

Operations Manual

No operations manuals yet. Still working on it. Expected date? We should be able to finish the manual in 3 months. The Rink Staff indicated a rough outline should be completed for next month.

Update 1/17/2023.

The Rink Staff will speak to the Township for a review of the manual and adjust before presenting it to the Advisory

Board.

Update 2/21/2023.

The Advisory Board received a rough draft of the Operations Manuals from the Rink Staff. The documents will be circulated among the Advisory Board members for review and comment before approval.

Update 3/21/2023.

Still being reviewed.

Update 6/20/2023.

The Advisory Board has decided to format each document similarly before the final review of all the documents.

Open. In Progress

Job Descriptions

Job description for the Skating Director is available.

Job description for Assistant Director is not available. Needs to be developed.

The Rink Staff will speak to the Township to develop.

Update 10/17/2023.

The Rink Staff spoke to the Township to determine if there is an existing description for the Assistant Director. The Advisory Board feels this is a critical item and needs follow-up and needs to be developed. Need to submit a request to the Township to create a job description to update the Director position and create a job description for the Assistant Director(s).

Update 2/21/2023.

The Rink Staff again indicated that a job description for the Assistant Director does not exist. The Advisory Board again reiterates the importance of the proper documentation for the positions. The Rinks Staff will speak to the Township for assistance with the creation of the position description.

Update 3/21/2023.

Job descriptions have been submitted to the Township. HR is reviewing.

Update 4/18/2023.

The Rink staff will follow up with the Township for an update on the review process.

Update 7/15/2023.

9/19/2023 – The Operations Manual has been formatted and assembled. It will be reviewed by a subcommittee and will be published. It was suggested by the Advisory Board that the operations manual be reviewed twice a year for accuracy and necessary revisions.

Update 10/17/2023 – Digital copies of the “Operations manuals” have been received and the “change control function which monitors changes to the document have been added, however still need a final review before distribution. This will remain in the minutes until they have been distributed.

The Assistant Director job description is still needed and very important, and this has been an open item for several months now. The Rink Staff will contact the Township to determine the progress of the job description and when this item can be addressed.

Open. In Progress.

Update 10/17/2023 – It was reported that the position description is still being worked on by the Township Human Resources department but still has not been finalized. It was brought up by the Board that this is taking way too long to complete and should have been in place when the new employees were hired.

Electronic Displays

New displays for banners.

The Township is still looking into.

Still need to get a few electronic displays (future)

Some banners have been identified to be removed.

Some banners have been identified to be moved or consolidated.

Update 2/21/2023.

The Township has contacted an electrician to install outlets for the displays so they can move forward to install the monitors.

Update 3/21/2023.

Questions were raised about which organizations will receive access to the electronic displays.

Update 4/18/2023.

The Rink Staff will follow up with the Township for the progress of the displays.

Open. In Progress.

Update 10/17/2023 - - Boards were fixed. Aluminum was used to replace the plastic.

Zamboni Replacement

Existing Zamboni nearing end of life.

The Township will look to replace the existing Zamboni with battery operated model (Tesla makes Zambonis?)

Option 1 lead acid battery. Will need to be replaced at 5 yr.

Option 2 lithium battery. Will need to be replaced at 10 yr.

New charging station, blades, and accessory are part of package.

Spare Zamboni will be sold, existing Zamboni will become spare.

Update 10/18/2023.

Zamboni has been ordered with lithium batteries. The delivery estimate is over a year.

Electric edger should be arriving soon.

Update 2/21/2023.

The Zamboni has been ordered and the exact delivery is still not confirmed. The edger that was ordered with the Zamboni may arrive before the Zamboni.

The Township and Rink Staff will need to contact an electrician to confirm if the existing electrical panels will support the charging equipment for the new Zamboni.

Open. In Progress.

10/17/2023 – No change. Zamboni expected delivery date is May 2024.

Female Locker

Need to place a request into the Township for an official female locker.

Update 2/21/2023.

The Township reported that there is an Intent Resolution in place in the form of a Bond to the Township that will provide funding for repairs, upgrades, and improvements to the Skatium. The funding will address mission critical issues and repairs to the facility as the priority. Additional funding will be available for improvements to the facility. Infrastructure and mechanical items will be addressed by the Township and the Township Engineer. The Advisory Board suggested forming a subcommittee to develop a priority list and suggestions for upgrades and improvements. Items such as the addition of female locker rooms will be addressed in addition to the items below:

- Electric Zamboni

- Replacement of the cooling tower (see details below)

- Replacement of the motor control center

- Replacement of chillers (see details below)

- Replacement of metal doors in key areas

- Renovations to the existing locker rooms and existing bathrooms.

- Upgrades to the façade of the building and upgrades to the lighting around the exterior of the building Green Space and trees

Update 3/21/2023.

Check to ensure that the board's intentions of the female locker room **are** understood.

Update 4/18/2023.

The Advisory Board and Rink Staff are waiting for surveys to return so they can be compiled, and the results given to the Township. The Advisory Board members will follow up on the return of the surveys.

Update 6/20/2023.

The Township has suggested that a shaping committee formed consisting of 3 members of Advisory Board. (See below for additional details on each of the remaining item)

Update 7/15/2023.

An Advisory Board Sub Committee met with the Township Engineer and a Township Representative on July 24th to review a possible locker solution. It was agreed at the meeting that the Township and Township Engineer would engage professional services for a space utilization study. The Township Engineer will determine any structural requirements needed for the solution.

Update 8/15/2023 – An Advisory Board Sub Committee met with the Township Engineer and a Township Representative on July 24th to review a possible locker room solution. It was agreed at the meeting that the Township and Township Engineer would engage professional services for a space utilization study. The Township Engineer will determine any structural requirements.

9/19/2023 – The Township has released a solicitation for a design to several architectural firms and participation responses are expected to be returned by the end of September.

Update 10/17/2023- The Township has received five proposals for the Women's Locker Room revision. It was decided by the Sub Committee that Rich Caesar will attend the contractor interviews with the Township to determine the three responsible contractors to solicit bids from. The meeting date and time is TBD.

Cooling tower

3/21/2023

The cooling tower is scheduled to be replaced in the fall. There is an approximate lead time of 32 weeks for the parts.

Update 6/20/2023.

The replacement of the Towers has been approved by the Township. They have been ordered and expected to be replaced this fall.

Update 7/15/2023.

The Rink Staff was notified that the cooling tower project is tentatively scheduled for September and no shutdown of the facility is needed.

Update 8/15/2023- The Rink staff was notified that the cooling tower project is tentatively scheduled for September and no shutdown of the facility is needed.

Update 9/19/2023 – The installation of the project is scheduled to begin in the next few weeks.

Update 10/17/2023 – The towers have arrived; one has been installed. Damage was seen and must be repaired, prior to the second installation. There is roof damage, and The Township Engineer must test the steel to ensure it can hold the tower.

Open in progress.

Chiller

3/21/2023

The chiller will need to be replaced.

Update 4/18/2023.

The Township budget plan is to replace the chiller in 2024/25

Update 6/20/2023.

The replacement of the Chillers has been approved by the Township. Unfortunately, the proposals are higher than expected but the Chillers are essential to the operation of the facility. They will be ordered with an expected delivery date of May of 2024. The installation process is expected to interrupt the operation of the Skatium for approximately 4 to 6 weeks. This will affect the 2024 spring and summer programs. It is suggested that open communication between the Skatium and each Club begin as soon as possible.

Update 7/15/2023.

Communication has been sent to each club to let them know the details of the project and that the facility will be closed during the repairs.

Update – 10/15/2023 – Open in Progress

Advertising

Advertisements on the boards are detaching from the boards and we need to find a solution. We received some interest from Aqua in sponsoring and/or advertising primarily on the Zamboni. If Zamboni is not available, we can allow other locations for advertising such as the digital displays.

Update 3/21/2021.

Maybe use social media to look for new avenues of advertising including clock and scoreboard.

Update 4/18/2023.

Some advertisements have been repaired. Some will need adjustments to the board whereby aluminum parts will need to be installed in the boards to accommodate the signs.

Update 7/15/2023.

Many of the banners are scheduled for replacement by the end of the year. The Rink Staff will contact the advertisers to prompt the renewal of the contracts.

Update – 10/17/2023 – Mark has contacted vendors and is working on seeking the advertisers.

He is also looking into cloth banners to replace the worn banners.

Open. In Progress

Clock Banner

The Township is looking to replace the clock sign with one banner.

Update 7/15/2023.

The Rink Staff will contact the Township for the status of this item.

10/17/2023 – No change to this item.

Open. In Progress

Zamboni Exit (moved from previous months new business)

6/20/2023

Unauthorized parking outside of the Zamboni exit has become an increasing problem. The Zamboni has been blocked more often recently. The “No Parking” signs have been removed in recent years and will need to be replaced. In addition, signs will need to be added to restrict playing on the snow piles, removing snow from the snow piles, and throwing snowballs at the building and equipment.

Update 7/15/2023.

The Rink Staff will follow up with the Township for “No Parking” signs and possibly install stripes to indicate the no parking zone.

9/19/2023 – The “No Parking” signs will be re-installed. The Township is still considering the stripping the area for no parking.

10/17/2023 – Commissioner Liaison reported that there is no problem with the re-installation of the “No Parking” signs and that should be taking place shortly. There was no discussion regarding the stripping.

Open. In Progress.

Commissioner Liaison clarified the \$5,000 bill that was questioned last month regarding repair of the Munters chiller. After speaking to the appropriate Township employee that charge was not a “bill” but a proposal to look at the system. There are no payments to reflect that this amount was paid. The proposal will be reviewed, however no decision to order the service has been made.

The Township and Board are both in agreement that the rates, as proposed should be adopted, except for the “Senior” rate, which should be adopted. Another question regarding skate rentals came up and this will be determined by the Board, prior to making a recommendation to the Commissioners.

New Business:

A Board member brought up the fact that in Judy Trombetta’s 4th Ward update the Advisory Board Minutes are not published. The only correct entry was the cancellation of the July 2023 meeting. The Commissioner Liaison is going to check on why this is happening. Jeremy will check with Rich to ensure that he is sending the copies to the correct email address.

Also questioned was the missing trash can from the “hockey box.” It was determined that there is always a trash can in the box, and it is unknown why it is missing. The trash can will be replaced.

Several Board members asked if the time of the meeting can be permanently changed. It will be brought up at a future meeting to see if this is a possibility and will benefit attendance at the meetings.

Adjournment:

Drew made a motion to adjourn the meeting.

Scot seconded the motion.

The meeting adjourned 7:40 p.m.

The next meeting is scheduled for November 21, 2023 @ 7:30 p.m. at the Skatium.

Respectfully submitted,
Barbara Latsios



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, November 21st, 2023

Time: 7:30 P.M.

Call to order

Roll Call

Approval of minutes from last meeting – October 17th, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Locker Room Capital Improvements - Update
- Chiller/Condenser replacement - Update
- Key milestones - Update

New Business

Adjournment



Ice Rink Advisory Board Regular Meeting Agenda

Location: 1018 Darby Rd, Havertown PA 19083 @ Skatium

Date: Tuesday, December 19th, 2023

Time: 7:30 P.M.

Call to order

Roll Call

Approval of minutes from last meeting – November 21st, 2023

Public Comments

Financials

Old Business

- Operations Manual
- Locker Room Capital Improvements - Update
- Chiller/Condenser replacement - Update
- Key milestones - Update
- Move meeting time to 7pm for 2024

New Business

Adjournment