



Ice Rink Advisory Board

[Agenda Link](#)

Date received: 08/11/2023 @ 1719
Date & Time posted: 08/14/2023 @ 0832

[Minutes Link](#)

Date received: 10/19/2023 @ 1923
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Meeting Agenda & Minutes

Date: Tuesday, August 15, 2023

Location: Skatium, 1018 Darby Rd, Havertown, Pa., 19083

Time: 7:30 P.M.



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.

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.

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.

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.

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 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