



Ice Rink Advisory Board

[Agenda Link](#)

Date received: 02/16/2023 @ 1335
Date & Time posted: 02/17/2023 @ 0845

[Minutes Link](#)

Date received: 10/19/2023 @ 1923
Date & Time posted: 10/20/2023 @ 1103

Meeting Agenda & Minutes

Date: Tuesday, February 21, 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,
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

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
- 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

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.

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