



Ice Rink Advisory Board

[Agenda Link](#)

Date received: 04/14/2023 @ 1329
Date & Time posted: 04/14/2023 @ 1337

[Minutes Link](#)

Date received: 10/19/2023 @ 1923
Date & Time posted: 10/20/2023 @ 1106

Meeting Agenda & Minutes

Date: Tuesday, April 18, 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, 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