



# Ice Rink Advisory Board

[Agenda Link](#)

Date received: 06/16/2023 @ 1724  
Date & Time posted: 06/17/2023 @ 1146

[Minutes Link](#)

Date received: 10/19/2023 @ 1923  
Date & Time posted: 10/20/2023 @ 1108

## Meeting Agenda & Minutes

Date: Tuesday, June 20, 2023

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

Time: 7:30 P.M.

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# 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