



PUBLIC NOTICE
HAVERFORD TOWNSHIP
Ice Rink Advisory Board

PUBLIC NOTICE is hereby given that the Ice Rink Advisory Board will hold a virtual public meeting on Tuesday, February 16, 2021 at 7:30 PM.

The meeting will be hosted through Zoom. If you would like to view the meeting or submit a question to the ice rink advisory board, please email Adam Terranova – Chairman of ice rink advisory board - at adnova001@gmail.com. For those who want to attend virtually a zoom link will be emailed to them.



MINUTES

HAVERFORD TOWNSHIP

Ice Rink Advisory Board

Tuesday February 16, 2021 The next Meeting is Tuesday, March 16,

2021 @ 7:30 p.m. online

Attendees: Drew Simcox, Barbara Latsios, Rob Cohen, Eric Tysarczyk, and Rich Caesar

Absent: Adam Terranova, Kate Stickel, Rick Turnbull, Jeremy Beha, Victor Cortese, and [new liaison]

Drew called the meeting to order at 7:30 pm.

Approval of Minutes:

No board meeting was held in January, but the December meeting minutes were approved.

Public Comment:

There were no public comments.

Financial:

Rick is not able to attend the meeting so the statement was confirmed after the meeting. The financials have been stable over the past month. During this time rentals change frequently but we have managed to change schedules and utilize ice slots as much as possible.

Operations:

The Skatium is still operating under Township guidelines with limited programs and limited capacity. Some programs are operating and spectators are limited. The locker rooms are still not available to use.

Public sessions resumed recently with limited session times and limited attendance. Some ice spots were cancelled late in 2020 due to the pandemic and will either be rescheduled or moved into the spring seasons.

Barb commented that the Township should consider reopening as many programs as possible while keeping within the State guidelines. We should discuss the interpretation of the State guidelines with the Commissioners or our Liaison to determine what programs can begin while operating safely.

Eric indicated that the communications during the pandemic has not been consistent and finding accurate and up to date the information is difficult. The Skatium (Rick) and the Township should communicate and decide the best method to keep information up to date. It is our understanding the Facebook site has not been maintained or kept up to date. We will need directive on which communication platform will be use in order for us to direct people to those sites for up to date and accurate information.

We discussed some of the programs and schedules such as Learn to Skate, Learn to Play, Flyers Rookie Program, USA Hockey Try Hockey for Free. It is our assumption that Covid restrictions have affected these programs. It was confirmed after the meeting (with Rick) that the Learn to Skate, Learn to Play and the Flyers Rookie programs are all currently operating under the Township Guidelines. Since Rick did not receive notification from USA Hockey, he assumed the USA Try Hockey for Free Program would not take place.

As a side note:

Flyers Rookie Program is posted on the Flyers site for February 21st to March 28th and the Skatium is listed as a participating rink but registration is not available through the site. The USA Try Hockey for Free is also posted on the USA Hockey website for February 20th for registration for a group. The Skatium website does not list either as an available program. Rich agreed to email Rick to obtain program information and details.

Discussion turned towards improvements and project updates. Since we have not met in a few months we will need an update on some current projects, repair projects, as well as upcoming projects, repairs, and improvements. It was suggested and discussed that we could be performing repairs and upgrades while we are operating with limited time and under limited capacity. The new side doors have been installed and the front door was damaged before they were installed. The replacement parts are pending and both doors will receive air curtains once the front doors are completed.

All Zamboni repairs have been addressed and completed. The time clock required repairs has been completed. The maintenance for the chillers and dehumidifiers is up to date and some painting has been completed recently. The flooring adjustments have all been completed as well.

Tenant Update:

Both tenants are operating and are still on reduced lease amounts until the end of March. A new lease will start in April for Hockeytown and the reduced lease will end with the start of the new lease.

Marketing:

No report.

Old Business:

None

New Business:

It was our impression that the term for an Ice Advisory Board Member was 3 years. Recently it was stated that the term for an Ice Advisory Board Member was 5 years. However, the list of expiration dates from last years list coincides with the expiration dates listed below.

Ice Skating Rink Advisory Board

- *Richard Caesar (Dec. 2021)
- * Robert Cohen (Dec. 2022)
- * Kate Stickel (Dec. 2022)
- * Adam Terranova (Dec. 2022)
- * Barbara Latsios (Dec. 2021)
- * Eric Tysarczyk (Dec. 2021)
- * Andrew Simcox (Dec. 2021)
- * Jeremy Beha (Dec. 2021)
- * Victor Cortese (Dec. 2021)

Drew adjourned the meeting at 8:10 p.m.

The next Meeting is scheduled for: Tuesday, March 16, 2021 @ 7:30 p.m.

Respectfully Submitted

Rich Caesar



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MINUTES

HAVERFORD TOWNSHIP

Ice Rink Advisory Board

Meeting: Tuesday March 16, 2021

The next Meeting is Tuesday, April 20, 2021 @ 7:30 p.m. online

Attendees: Drew Simcox, Barbara Latsios, Rob Cohen, Jeremy Beha, Eric Tysarczyk, Adam Terranova, Rick Turnbull, Kate Stickel, and Rich Caesar

Absent: Victor Cortese, and [new liaison]

Adam called the meeting to order at 7:35 pm.

Approval of Minutes:

The February meeting minutes were approved.

Public Comment:

There were no public comments.

Financial:

Public sessions, open hockey, and other programs are increasing as Covid regulations are updated. Even with limited capacity for each of the programs our financials are increasing. For this month we are currently showing a loss, but a few payments arrived late which will push us marginally into the black.

Operations:

A few repairs were needed recently and were completed. A solenoid was needed for the cooling tower and a module for chiller, both have been repaired. Rick brought to our attention that the Maintenance Agreement for last season did not arrive by mail, but it is expected to arrive any day now.

The automatic sliding doors for the front and side entries are complete and look good. Rick indicated that an adjustment is necessary for the bottom of the door at the main entrance. There is a noticeable

gap at the bottom of the door due to the settlement of the existing door sill. Rick will call the door company to determine if there is a weather strip that can be installed until the construction to the plaza takes place. Adam suggested that we consider installing signage on the side entrance to direct traffic flow to the front for entering the building. Drew was asked to design some graphics for the signage that would look more professional. Now that the doors are completely installed, we can consider installing the air curtains. Rick is in the process of selecting a model and placing the order. We would like to have them installed before the humidity of the summer months arrive.

Missed USA Try hockey we will pick it up next year.

Tenant Update:

Hockeytown's lease is prepared and will take effect in April. The reduced rate will change to the regular rate with the start of the new lease. Have A Burger will also return to the regular lease rate at the beginning of April.

Marketing:

No report.

Old Business:

All Advisory acknowledge their term ending dates and are prepared to contact their Commissioner if they intend to retain their position on the committee.

Ice Skating Rink Advisory Board

- * Richard Caesar (Dec. 2021)
- * Robert Cohen (Dec. 2022)
- * Kate Stickel (Dec. 2022)
- * Adam Terranova (Dec. 2022)
- * Barbara Latsios (Dec. 2021)
- * Eric Tysarczyk (Dec. 2021)
- * Andrew Simcox (Dec. 2021)
- * Jeremy Beha (Dec. 2021)
- * Victor Cortese (Dec. 2021)

New Business:

The website was discussed at length. There are items that need to be corrected quickly. The items range from advertising icons that do not display correctly to the weekly schedule. They are displaying the wrong dates. More concerning is that the main splash page for the schedule indicates the Skatium is "closed". One schedule reflected 2020 instead of 2021. Rick agreed to call the website administrator tomorrow and have the corrections made.

Adam outlined the steps to get back to 100% without assigning dates.

- Capacity = Amount of people for event games and based on the guidelines and changes as they occur.

- Bags = While the transmission of Covid is not linked to the bags specifically, changing in the locker rooms does allow people to remain in socially distanced proximity for a longer period thus increasing possible transmission.
- Lockers = Air scrubbers have been ordered for the locker rooms and will be installed in anticipation of the lockers reopening.

Ultimately the Township will be making the decisions on the dates for the above items while using the State guidelines.

Adam asked if we are up to date with lessons and payments that were affected by the shutdown(s). Rick indicated we are as up to date as possible given the ice times and capacities. Any outstanding lessons will be scheduled, and any outstanding payment will be satisfied within the next few weeks.

Drew asked if we are using Venmo for payments for lessons and cautioned about using the service for payments. Rick confirmed that we do not have a Venmo account and do not use it for payments.

Eric commented that some of the communication items we discussed at last month's meeting have improved.

Adam adjourned the meeting at 8:35 p.m.

The next Meeting is scheduled for: Tuesday, April 20, 2021 @ 7:30 p.m.

Respectfully Submitted
Rich Caesar



PUBLIC NOTICE
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Ice Rink Advisory Board

PUBLIC NOTICE is hereby given that the Ice Rink Advisory Board will hold a virtual public meeting on Tuesday, April 20, 2021 at 7:30 PM.

The meeting will be hosted through Zoom. If you would like to view the meeting or submit a question to the ice rink advisory board, please email Adam Terranova – Chairman of ice rink advisory board - at adnova001@gmail.com. For those who want to attend virtually a zoom link will be emailed to them.



MINUTES

HAVERFORD TOWNSHIP

Ice Rink Advisory Board

Tuesday April 20, 2021

The next Meeting is Tuesday, May 18, 2021 @ 7:30 p.m. online

Attendees: Drew Simcox, Barbara Latsios, Rob Cohen, Jeremy Beha, Adam Terranova, Rick Turnbull, Commissioner Larry Holmes, and Rich Caesar

Absent: Victor Cortese, Kate Stickel and Eric Tysarczyk

Adam called the meeting to order at 7:30 pm.

Approval of Minutes:

The March meeting minutes were approved with no changes or corrections.

Public Comment:

There were no public comments.

Financial:

Attendance at the public sessions is increasing and hopefully attendance will be permitted to increase steadily in the upcoming months. Our gate has also increased, with some of the events resuming gradually. Summer hockey is scheduled to begin soon, and we anticipate additional income as a result. Premier Orthopedic has renewed their advertisement contract. As a result of the above, we have realized a profit this month and are maintaining a profit year to date. Unfortunately, we cannot use a year over year comparison due to the closure from the pandemic this time last year.

Operations:

No major repairs were needed since last month. There was a minor boiler repair that was addressed and corrected. There were also 9 light fixtures that were repaired. Rick is negotiating with the lighting company for them to be covered under warranty repairs. Rick also plans on keeping some lighting supplies on hand in case repairs are necessary on individual fixtures.

Rich performed research on air curtains and will send information to Rick for selection and installation.

Rick confirmed that the water fountain has been turned off, but the bottle filler remains functional. Rick indicated that there is a sign posted on the water fountain but will confirm if it is a printed sign and not handwritten. He will also confirm that the barricade for the fountain is as neatly applied as possible. Please note that all water fountains in Township facilities have been turned off due to the pandemic.

Adam asked if we feel there will be a humidity issue this summer and if the dehumidifier is in good working order. Rick indicated that we have quarterly inspections and the dehumidifier is part of those inspections. We all acknowledge that the dehumidifier is past its normal life expectancy, but the desiccant wheel was in good condition. He will review the records of the age of the unit, and we will research replacement, based on the priority list of equipment that needs to be replaced. Additional discussion continued and we all agreed to revisit our major equipment and life expectancy. Larry suggested that we update our previous list and put a plan in place to upgrade end of life equipment based on priority.

Adam and Drew agreed to continue to work together to develop signage that creates a directional traffic flow in and out of the facility.

Tenant Update:

The monthly lease amounts for both tenants has been restored to the standard contract levels.

Marketing:

Adam addressed some of the recent issues with posting information on the website and managing social media accounts to keep them up to date in a timely manner. After discussion, it was agreed that Larry would perform some research on how to manage the accounts more efficiently.

Old Business:

We again discussed term expiration and reiterated the need to express interest in retaining a position on the Ice Rink Advisory Board. Larry suggested that interested members wanting to renew their position should make their intention know early in the fourth quarter (October) of the expiration year. A letter expressing interest to continue should be sent to your Commissioner, the Township Manager, or the Township Secretary.

From the previous month we agreed with Adam to continue steps to get back to 100% without assigning dates.

- Capacity = Amount of people for event games and based on the guidelines and changes as they occur.
- Bags = While the transmission of Covid is not linked to the bags specifically, changing in the locker rooms does allow people to remain in socially distanced proximity for a longer period thus increasing possible transmission.
- Lockers = Air scrubbers have been ordered for the locker rooms and will be installed in anticipation of the lockers reopening.

Ultimately the Township will be making the decisions on the dates for the above items while using the State guidelines.

New Business:

The IFFS competition event was successfully held. The competition went well. It was commented that the transition before the event and conversion after the event was conducted very well by the staff at the Skatium.

Rick informed us that the contractor that was scheduled to perform the renovations on the front plaza has notified the Township that they are not interested in the project. The Township is now looking for new contractor.

Adam revisited the conversation to update and renovate specific areas in the Skatium. The locker rooms and some offices should be reviewed to maximize space and bring those areas up to current codes. Rich suggested that we start with the space utilization study we performed several years ago. He also volunteered to update the drawing files and work with Adam to suggest improvements in specific areas.

Adam adjourned the meeting at 8:38 p.m.

The next Meeting is scheduled for: Tuesday, May 18, 2021 @ 7:30 p.m.

Respectfully Submitted

Rich Caesar



PUBLIC NOTICE

HAVERFORD TOWNSHIP

Ice Rink Advisory Board

PUBLIC NOTICE is hereby given that the Ice Rink Advisory Board will hold a virtual public meeting on Tuesday, May 18, 2021 at 7:30 PM.

The meeting will be hosted through Zoom. If you would like to view the meeting or submit a question to the ice rink advisory board, please email Adam Terranova – Chairman of ice rink advisory board - at adnova001@gmail.com. For those who want to attend virtually a zoom link will be emailed to them.

Skatium Ice Rink Advisory Board Minutes – Tuesday May 18, 2021

The next meeting is Tuesday, Jun 15, 2021 @ 7:30 p.m. online

Attendees: Drew Simcox, Barbara Latsios, Rich Caesar, and guest Karen Samulenas

Absent: Victor Cortese, Kate Stickel, Eric Tysarczyk, Adam Terranova, Rob Cohen, Jeremy Beha, Rick Turnbull, Commissioner Larry Holmes,

Drew called the meeting to order at 7:35 pm.

Approval of Minutes:

The May meeting minutes were approved with no changes or corrections.

Public Comment:

There were no public comments.

Financial:

Rick is not able to attend the meeting, so the statement was confirmed after the meeting. After receiving a payment from the Hawks recently, we are again in the black for the month and for the year. Rick commented that it has become increasingly difficult to coordinate cancellations and reschedule ice time because of the pandemic. Updating contracts has also been daunting. The good news is that ice usage is on the rise.

Operations:

Drew commented that he and Adam will work together on the signage to standardize on the format and font, specifically the way finder signs. We should coordinate with the Township to see if there is a standard developed for areas such as parks, Township buildings, etc. Once a standard is developed, we will need to remove old signs and make sure the surface is cleaned before applying new signs.

Rick reports that many of the rookie programs and learn to skate programs are winding down and summer activities and leagues are about to start.

The air curtains have been ordered and we are awaiting a delivery schedule so they can be installed.

Carpet for the Pro Shop has been ordered and the replacement will be scheduled as soon as a delivery date is available.

While the locker rooms are still closed two of the four air handlers have been updated and installed in anticipation of the locker room openings. The remaining two air handlers will be updated and repaired soon.

Tenant Update:

No report.

Marketing:

No Report

Old Business:

At Adam's request Rich is in the process of updating the previous space utilization study, improvement ideas, and renovation plans that were created a few years ago. He will send some of the preliminary information before next month's meeting for discussion.

We will need to follow up with these items with Commissioner Larry Holmes at the June meeting. Adam addressed some of the recent issues with posting information on the website and managing social media accounts to keep them up to date in a timely manner. After discussion, it was agreed that Larry would perform some research on how to manage the accounts more efficiently.

We will also need to follow up on these items with Commissioner Larry Holmes at the June meeting. Rick informed us that the contractor that was scheduled to perform the renovations on the front plaza has notified the Township that they are not interested in the project. The Township is now looking for new contractor.

New Business:

Drew suggested that we consider replacing the marquee sign during plaza renovations. (as well as the new signs mentioned above)

Drew adjourned the meeting at 8:38 p.m.

The next Meeting is scheduled for: Tuesday, June 15, 2021 @ 7:30 p.m.

Respectfully Submitted,

Rich Caesar



PUBLIC NOTICE

HAVERFORD TOWNSHIP

Ice Rink Advisory Board

PUBLIC NOTICE is hereby given that the Ice Rink Advisory Board will hold a virtual public meeting on Tuesday, June 15, 2021 at 7:30 PM.

The meeting will be hosted through Zoom. If you would like to view the meeting or submit a question to the Ice Rink Advisory board, please email Adam Terranova – Chairman of Ice Rink Advisory board - at adnova001@gmail.com. For those who want to attend virtually a zoom link will be emailed to them.

Skatium Ice Rink Advisory Board Minutes – Tuesday June 15, 2021

The next Meeting is Tuesday, July 20, 2021 @ 7:30 p.m. online

Attendees: Drew Simcox, Barbara Latsios, Rob Cohen, Jeremy Beha and guest Karen Samulenas

Absent: Adam Terranova, Rich Caesar, Victor Cortese, Kate Stickel and Eric Tysarczyk, Rick Turnbull, Commissioner Larry Holmes,

Drew called the meeting to order at 7:35 pm.

Approval of Minutes:

The May meeting minutes were approved with no changes or corrections.

Public Comment:

Karen Samulenas provided her new email address and asked that all correspondence be sent to the new email address. It is: k.samulenas@gmail.com

Jeremy volunteered to update the mailing list for the Board.

Financial:

Rick was not present at the meeting; however, he has been contacted and although he does not have the new figures, he will forward them to the Board once he receives them.

Operations:

Drew mentioned that he would be taking photographs for reference and collaborate with graphic designer Ed Zawora (Harcum College Graphic Design Program Director) A design of a figure skater and one of hockey player has been agreed. Since the students are now on summer vacation the process would take too long to have to wait until the Fall and have a contest, as we originally spoke about. Once the designs are created, we can send to printer for final copies for windows.

There has been no movement on the standardization of the Skatium signs. Adam and Drew will need to work together on consulting the Township to standardize the format and font. It was agreed that we should coordinate with the Township to see if there is a standard developed for areas such as parks, Township buildings, etc. Once that has been completed the old signs will need to be removed, surfaces cleaned, and new signs installed.

Drew also recommended that new signs relating to Covid procedures replace the existing signs. The new signs should read, "No mask, if fully vaccinated, Mask recommended for unvaccinated." This is consistent with new policy as set forth by the PA Government.

Rob Cohen stated that the “Flyers” camp seemed to be well attended by his observation and he did not hear of any problems. That was also true of the two middle hockey groups which he had heard had the highest numbers in recent memory.

Barbara reported that the figure skating group lessons have been completed and will resume in the Fall. There is a figure skating summer camp planned for August and interested people should go to the “Crossroads Figure Skating Club” website for registration, pricing, and schedule information.

Jeremy suggested that the “Timeline for skaters” be updated and used in lieu of social media posts until the Township allows updated information of their site. He suggested adding price and length of programs to the information. He has received positive feedback and the information is an excellent source for parents looking to start their children in a skating program. He will work on updating the timeline.

There was no report out on the air curtains due to Rick’s absence.

No one could report out on whether the new carpet for the Pro Shop came in and/or has been installed.

Bob overheard that the HEPA filters and four air handlers have been updated and installed in the locker rooms. No comment on the remaining two air handlers that were due to be updated and repaired.

Tenant Update:

No report.

Marketing:

No Report

Old Business:

Since neither Adam or Rich were at the meeting there was no report on the updating of the previous space utilization study, improvement ideas, and renovation plans that were created a few years ago.

Members brought up the replacement of the sign with the team organizations on it and in addition the “Stretch Funeral Home” clock should be changed. It was suggested that perhaps Skatium management approach Stretch management and inquire as to whether they would be interested in purchasing the new sign and a new LED clock.

Also, a follow-up with Commissioner Larry Holmes is still required regarding the recent issues with posting information on the website and managing social media accounts to keep them up to date in a timely manner. Larry was to perform some research on how to manage the accounts more efficiently.

There was no status on the new contractor for the front plaza. An update is necessary.

New Business:

Drew and other members of the Board discussed the multiple absences of members of the Board. It is difficult to conduct appropriate Board meetings when there are more members absent than present. Several Board members have been approached by interested residents who want to participate on the Board. Consideration of interested resident should be given to current members who are absent more than three times in a year. Drew sent out the link for the meetings and has added it to the "Google Calendar."

Drew adjourned the meeting at 8:40 p.m.

The next Meeting is scheduled for: Tuesday, July 20, 2021 @ 7:30 p.m.

Respectfully Submitted

Barbara L. Latsios

AGENDA

Haverford Township Ice Rink Advisory Board
Tuesday, July 20, 2021 @7:30pm
Meeting Location: Skatium 1010 Darby

Roll Call

Review/Approval of prior Minutes

Public Comments

Financials

Building Update

- Ice Quality / Remediation
- Fog / Remediation

Operations

- Decident Wheel
- Cleaning Checklist
- Locker Rooms

Marketing

- Public Skating Hours

2022 Budget Planning

Board Member Terms

Skatium Ice Rink Advisory Board Minutes – Tuesday July 20, 2021

The next Meeting is Tuesday, August 17, 2021 @ 7:30 p.m. online

Attendees: Drew Simcox, Barbara Latsios, Eric Tysarczyk, Rick Turnbull, Adam Terranova, Kate Stickel, Jeremy Beha, Rob Cohen, Rich Caesar, and guest Karen Samulenas

Absent: Victor Cortese, and, Commissioner Larry Holmes,

Adam called the meeting to order at 7:32 pm.

Approval of Minutes:

The June meeting minutes were approved with no changes or corrections.

Public Comment:

No public comments.

Financial:

We are realizing a profit. Even though there are limited public sessions over the last few weeks they have contributed to the income. Income has also increased slightly as attendance increases in several of the programs and activities.

Operations:

Adam offered a comment that some employees need training for the operation of the Zamboni.

The descant wheel is not operating at full capacity. Rich contacted and worked with Elliott Lewis to identify deficiency of the part. Once the Commissioners approve the repair the parts will be ordered. The repair will be scheduled when the parts arrive, and it is expected that could be 6 to 8 weeks.

With the failure of the descant wheel, Adam suggested that we purchase and warehouse some critical, long lead time parts for equipment and repair parts that are past, or approaching, the end of their life expectancy. Rick is currently working on a list of items that would qualify. This would include motors, pumps, cooling towers, chiller parts, compressors, dehumidifier, etc. Rick also indicated that there are some systems that are redundant so we would not need parts-on-hand for those systems. It was commented that there are some parts that are cost prohibitive to keep in stock. Rich asked if we could ask the Township to assist with a new engineering report. He will send an email to formally request assistance from the Township.

Adam requested that we revisit the creation and use of a written operations guide and a cleaning checklist. Rick will follow up and report back to the committee.

The topic of standardized signage is moving slowly but still in progress. Rick will conduct a study of what signs currently exists and report back to the group. We can then discuss how to standardize. At the previous meeting Jeremy suggested that the "Timeline for skaters" be updated and used in lieu of social media posts until the Township allows updated information of their site. He suggested adding price and length of programs to the information. He has received positive feedback and the information is an excellent source for parents looking to start their children in a skating program. He will work on updating the timeline. This should also be included as part of standardizing of our signage.

Drew has taken photos of the front and side and has enlisted the assistance of his graphics group to assist in logo development. Hopefully next month we will have a concept and we can approve and move forward. Adam dropped off samples of materials that can be used for the window graphics.

Rick reported that the cracked glass above doors needs to be addressed. They can be repaired or replaced but we should consider covered the area above the doors with graphics. All remaining glass should be tinted to minimize the penetration of sun into the building.

With the installation of the new automatic doors, it was necessary to reexamine the emergency egress requirements for the building. Rick spoke to the Township and was reassured that we are still compliant. Rick was also speaking with the Township to determine if the manual doors to the right and left of the automatic doors can be deactivated and still be compliant with the egress plan and floor load capacity for egress. He is waiting to hear back from the Township and will report back to the Committee at the next meeting.

Some concrete has been repaired in the front plaza and new benches have been ordered and should be installed at the time of arrival.

With the restrictions for a lighted sign it is the recommendation of the Committee that we do not install a new sign in the front of the building. Instead we should consider investing those funds in the appearance of the front of the building.

The locker rooms are open, and we need to look at upgrades for appearance and safety. Rich will be stopping by the Skatium within the next few weeks to take measurements of the locker rooms and shower rooms and make suggestions for improvements.

The new air curtains arrived, and it was discovered that they were delivered for the wrong voltage. They were reordered and will be scheduled for installation when they arrive.

Tenant Update:

No report.

Marketing:

Adam requested more public sessions. Rick commented that sessions will increase as we approach the fall season. Adam asked Rick to examine and consider the increase before the fall season. It was discussed that there are other programs that we offer that are considered public sessions with limited capacity and should be included as such. For example, freestyle through the skating club could provide additional public access. Adam will speak to Kristen to rename the session for more clarity.

Old Business:

Adam and Rich are still planning to update the previous space utilization study, improvement ideas, and renovation plans that were created a few years ago.

Members brought up the replacement of the sign with the team organizations on it and in addition the "Stretch Funeral Home" clock should be changed. It was suggested that perhaps Skatium management approach Stretch management and inquire as to whether they would be interested in purchasing the new sign and a new LED clock.

Also, a follow-up with Commissioner Larry Holmes is still required regarding the recent issues with posting information on the website and managing social media accounts to keep them up to date in a timely manner. Larry was to perform some research on how to manage the accounts more efficiently.

Drew and other members of the Board discussed the multiple absences of members of the Board. It is difficult to conduct appropriate Board meetings when there are more members absent than present. Several Board members have been approached by interested residents who want to participate on the Board. Consideration of interested resident should be given to current members who are absent more than three times in a year. Drew sent out the link for the meetings and has added it to the "Google Calendar."

New Business:

Adam suggested that we revisit Solar panels. Rich commented that we investigated solar panels several years ago, but rebates, credits, incentives, and programs were limited and not cost effective at that time. However, there may now be incentives, incentives, and grants that we can leverage through the Township, so we agreed to explore some options. The age, integrity, and remaining life expectancy of the roof would also need to be considered before solar panels would be installed.

Adam asked Rich to include the Committee Members Terms and Rich agreed to republish the list. They are listed below:

Ice Skating Rink Advisory Board

- *Richard Caesar (Dec. 2021)
- * Robert Cohen (Dec. 2022)
- * Kate Stickel (Dec. 2022)
- * Adam Terranova (Dec. 2022)
- * Barbara Latsios (Dec. 2021)
- * Eric Tysarczyk (Dec. 2021)
- * Andrew Simcox (Dec. 2021)
- * Jeremy Beha (Dec. 2021)
- * Victor Cortese (Dec. 2021)

Drew noticed some of the rubber mats have separated. Rick will address the issues and install fillers if necessary.

The automatic door operator on side door appears to have an area that is not finished and requires a trim piece or filler panel. Rick commented that the trim or filler plate will be added once the new air curtain is installed.

Adam adjourned the meeting at 8:37 p.m.

The next Meeting is scheduled for: Tuesday, August 17, 2021 @ 7:30 p.m.

Respectfully Submitted

Rich Caesar

Skatium Ice Rink Advisory Board Minutes – Tuesday September 21, 2021

The next Meeting is Tuesday, October 19, 2021 @ 7:30 p.m. online

Attendees: Barbara Latsios, Rick Turnbull, Adam Terranova, Rob Cohen, Kate Stickel, Jeremy Beha, Rich Caesar and guest Karen Samulenas

Absent: Victor Cortese, Drew Simcox, Eric Tysarczyk, and, Commissioner Larry Holmes,

Adam called the meeting to order at 7:32 pm.

Approval of Minutes:

The August meeting minutes were approved with no changes or corrections.

Public Comment:

Karen commented that she does not receive the meeting minutes by email. The meeting minutes are posted online at the Township Website.

[Agendas and Minutes | The Township of Haverford, PA \(haverfordtownship.org\)](https://www.haverfordtownship.org/Agendas-and-Minutes)

(Scroll down to Ice Rink Advisory Board)

Financial:

Public sessions, group rentals, private rental, figure skating, and freestyle programs are steady. Lessons were in the minus column this month due to a few refunds. Income from vending on the rise recently due to more activity and is expected to increase in the future. We are currently showing a small loss for this month. However last month a few of our larger groups issued large payments in July which keeps us in the black for the year to date. Unfortunately, we cannot compare to the same time last year due to the pandemic.

Operations:

The brackets and power circuits for the air curtains have been installed and we are awaiting shipment of the air curtains from the manufacturer. We are waiting for shipping confirmation and delivery so we can schedule the installation.

The replacement descent wheel has been on order for approximately 4 weeks. We will be notified in approximately 2 to 4 weeks when the wheel is shipped so it can be installed upon arrival.

The rental dehumidifier has been removed and returned since it is no longer needed due to the change in weather conditions.

Rob mentioned that he witnessed people attempting to enter through the side door even though it is an exit only door. The door is being pulled open from outside and will eventually cause damage to the mechanism on the new automatic sliding door. It was suggested that we place a sign on the door that can be viewed from the outside directing people to enter through the front entrance. Rick will measure door and send the measurements to Adam, and he will create sign. Rick also suggested that we notify the hockey clubs, skating clubs and league organizers by email to instruct their participants to use front entrance and not the side entrance to avoid damage to the doors.

Tenant Update:

The rugs installed in Hockeytown are complete.

Hav A Burger has had a few birthday parties recently.

Marketing:

Premier has renewed their sponsorship for another 2 years. We have received inquiries from other interested companies for advertising and a few have submitted applications. Those applications are expected to be approved.

Barbara asked if we have developed a schedule for Haverford Township Day. Rick commented that the schedule for the Skatium events will be finalized by the end of the week. The events include a hockey demonstration and a figure skating exhibition, followed by a free public skating session from 2:30 to 4:00. All are welcome to stay for hockey game. Rick said the schedule will be final by the end of the week and will be posted online. Rob suggested that next year's schedule should be finalized in enough time to publish with the Township Newsletter.

Old Business:

Rich reviewed the expiration terms for current Committee Members. All expiring members have expressed an interest in returning for another term and most have submitted their letter to remain on the Advisory Board.

Ice Skating Rink Advisory Board Expiration Dates

- *Richard Caesar (Dec. 2021)
- * Robert Cohen (Dec. 2022)
- * Kate Stickel (Dec. 2022)
- * Adam Terranova (Dec. 2022)
- * Barbara Latsios (Dec. 2021)
- * Eric Tysarczyk (Dec. 2021)
- * Andrew Simcox (Dec. 2021)
- * Jeremy Beha (Dec. 2021)

* Victor Cortese (Dec. 2021)

New Business:

Kate mentioned that there was an incident that occurred over the weekend regarding the entrance times to the Skatium and the issue has been addressed and corrected. She also asked if we would consider updating the banners that have been in place around the building. Some have been hanging for more than 10 years. We all agree that there is not much space, but updates are needed. Consolidated banners, or master banners, should be considered to save space and easily update from year to year. Rick will also look at the space on the back wall for an additional display area. Kate offered to assist with updating and cleaning up the areas. It is also possible to consider electronic screens that could scroll several awards. Kate also indicated the sign under the clock be updated. We confirmed that plans are already in place to update the sign.

The Flyers Rookie Program is scheduled to start in March for 5 to 9-year-old skaters.

Rob requested that the key to the girl's locker room be available even if the attendant on duty is running the Zamboni. If the person cutting the ice has the key, then the girls will need to wait for the cut to conclude. Rick will consider making a key available at an alternate location. Possible locations suggested is for the key to be available at the Hockeytown counter, the score keeper, or coach.

Rob adjourned the meeting at 8:10 p.m.

The next Meeting is scheduled for: Tuesday, October 19, 2021 @ 7:30 p.m. online.

Respectfully Submitted

Rich Caesar

Skatium Ice Rink Advisory Board Minutes – Tuesday October 19, 2021

The next Meeting is Tuesday, November 18, 2021 @ 7:30 p.m. online

Attendees: Rick Turnbull, Drew Simcox, Barbara Latsios, Rob Cohen, Kate Stickel, and guest Karen Samulenas

Absent: Adam Terranova, Jeremy Beha, Rich Caesar, Victor Cortese, Eric Tysarczyk, and Commissioner Larry Holmes,

Rob Cohen called the meeting to order at 7:35 pm.

Approval of Minutes:

The September meeting minutes were approved with no changes or corrections.

Public Comment:

There were no comments.

Financial:

Rick went over the numbers for the past month and year to date. The Public sessions, group rentals, private rental, figure skating, and freestyle programs continue to show steady income. Rick shared the numbers and stated he would send a copy to Adam, since he was not present. Overall, year-to-date the Skatium is showing \$102,918.65 in the “black.”

Operations:

Although the air curtains were delayed in shipping, they arrived Friday, October 15. Rick is awaiting Township carpenters to install them. He must wait until they are available to do the work and at this time was unable to give us a definitive date.

The replacement desiccant wheel has also arrived. Rick believes it was purchased using “capitol funds.” Installation must be coordinated with the Township maintenance staff.

The new compressor is tentatively scheduled for installation Tuesday, October 26, weather permitting.

Tenant Update:

Both Hockeytown and Hav A Burger are doing well. Rick mentioned that Hav A Burger opened another location which brings the total to seven stores in the area.

Marketing:

Premier has renewed their sponsorship for another 2 years. We have received inquiries from other interested companies for advertising and a few have submitted applications. Those applications are expected to be approved. There was no status on the renewals that Rick has been waiting to receive.

Rick mentioned that although the Skatium was well attended on Haverford Township Day, there was less of a crowd then in years past. Advisory Board members discussed the lack of advertising and inclusion of Skatium events in the Hav-A- Good-Time Township publication. Lack of marketing to residents is part of the problem. The Recreation Department should coordinate with Rick, prior to publication. There are new Township residents who may not be aware of the special events taking place on that day.

Old Business:

Bob discussed the expiration dates of Advisory Board members. Both Drew and Barbara confirmed that they have contacted the Township and spoke to Gloria to renew their terms. The others have not yet commented. Drew mentioned that he has received several inquiries regarding joining the Advisory Board. He has told them to contact their Commissioner so that they can participate. Currently, there are members who have not been active and we do not know their current status on the Board.

Ice Skating Rink Advisory Board Expiration Dates

- *Richard Caesar (Dec. 2021)
- * Robert Cohen (Dec. 2022)
- * Kate Stickel (Dec. 2022)
- * Adam Terranova (Dec. 2022)
- * Barbara Latsios (Dec. 2021) (Renewed)
- * Eric Tysarczyk (Dec. 2021)
- * Andrew Simcox (Dec. 2021) (Renewed)
- * Jeremy Beha (Dec. 2021)
- * Victor Cortese (Dec. 2021)

Rob asked what the status on the Women's Locker Room key was. Currently, Rick must track the key down since it is not on the Hockeytown counter, as he said it would be. He believes that it is in the Coach's room.

New Business:

A discussion on the removal of banners, currently hanging in the Skatium for ten years or longer are being considered for removal. Drew mentioned that some of those banners have a long history and Skatium management needs to consider how to address that. Township employee, Christine is working with Rick to streamline the "clutter" at the Skatium including the banners, cork boards and signs. The

electronic screens are seriously being considered to address this and Rick will continue to update the Board on the status of this project.

The Flyers Rookie Program is scheduled to start in March for 5 to 9-year-old skaters.

Drew asked if anyone took photographs during the “Haverford Township Day” events. Christine from the Township did. There were no photos taken during the parade but there were some taken at the front of the Skatium. Rick was not aware of any taken inside the Skatium.

Rick mentioned that Drew has taken photos for many years, volunteering his time and talent to many events at the Skatium. Others need to “step up” when Drew is not available to take pictures.

Barbara asked if there were events planned for Halloween. Rick mentioned that perhaps the “Monster Mash” event at the weekend public skate sessions. Anyone in a costume gets a discount when entering the Skatium. Again, the Board suggested that this needs to be advertised.

Rob adjourned the meeting at 8:15 p.m.

The next Meeting is scheduled for: Tuesday, November 18, 2021 @ 7:30 p.m. online.

**Respectfully Submitted,
Barbara L. Latsios**

Skatium Ice Rink Advisory Board Minutes – Tuesday November 16, 2021

The next Meeting is Tuesday, December 21, 2021 @ 7:30 p.m. online

Attendees: Barbara Latsios, Rick Turnbull, Adam Terranova, Rob Cohen, Kate Stickel, Jeremy Beha, Rich Caesar, Drew Simcox

Absent: Victor Cortese, , Eric Tysarczyk, and, Commissioner Larry Holmes,

Rob called the meeting to order at 7:32 pm.

Approval of Minutes:

The October meeting minutes were approved with no changes or corrections.

Public Comment:

A comment from Kristen on September minutes about refunds was clarified. Refunds were exchanged for future services.

Financial:

Public sessions are growing slowly and steady in controlled fashion. Group rentals are still slow and there were no gate fees for October. November gate fees are picking up. Private rental is up slightly and there is some advertising income. Considering the current health situation, we are rebounding well.

Operations:

Desiccate wheel will be changed tomorrow and should take a day to install. The air curtains are mounted and need the power connections. Power should be complete by the end of the week. The emergency lighting will be updated and waiting for the product before it is scheduled.

Rob asked about the budget for next year. Rick indicated the preliminary budget is in discussion.

Elliot Lewis will be replaced by Tustin.

Tenant Update:

Hav a burger indicated they will renew their lease for two years.

Marketing:

Barbara is not confident that coordination of information making it into print. Rick confirmed that more content is placed online but thinks some print media is neglected.

It was suggested that we update the landing page of the website and update the display monitors in the front of the rink and add more content.

Rob asked if we could approach the Township for more displays since most content is becoming digital. (see below for new biz)

Rick spoke with Kristen about using new media for announcements. As well as adding instructor photos to the website and announcement monitors.

Old Business:

Work continues updating and organizing the banners throughout the facility. The plan is to update and consolidate some banners if possible but not to remove any of the legacy or memorial banners.

New Business:

Rick has removed several of the cork boards and will be requesting monitors for announcements. (see above) We will need to look at the location of the announcement monitors and make sure that are consistent in size. We also need to approach the signage in the same manner.

Tustin may be replacing Elliot Lewis as the new maintenance agreement since Tustin can offer a more economical contract due to another Township contract.

Renew procedures were discussed for expiring positions on the Ice Rink Advisory Board. It seems that each person received a different set of instructions for notifying the Township of their intention to remain on the Board. Rich will contact David Burman for guidance and inform the Board.

Drew asked about an incident with the Intercounty game Haverford vs Springfield. Fans were rocking the glass from the stands and it may be a good idea to not allow spectators to use the row of seats along the glass. John did a good job controlling as much as possible but ultimately the Police were involved.

We also discussed that it is a good idea to keep the police informed of upcoming events. It is also a good idea if the Township also communicates with the Police to keep them up to date on events.

Drew adjourned the meeting at 8:30 p.m.

The next Meeting is scheduled for: Tuesday, December 21, 2021 @ 7:30 p.m. online.

Respectfully Submitted
Rich Caesar

Skatium Ice Rink Advisory Board Minutes – Tuesday December 21, 2021

The next Meeting is Tuesday, January 21, 2022 @ 7:30 p.m. online

Attendees: Barbara Latsios, Adam Terranova, Drew Simcox, Kate Stickel, Jeremy Beha, Eric Tysarczyk Rich Caesar.

Absent: Rick Turnbull, Victor Cortese, Rob Cohen, and Commissioner Larry Holmes.

Adam called the meeting to order at 7:33 pm.

Approval of Minutes:

Due to technical difficulties [with email] the November meeting minutes were not distributed in time for changes or corrections. They will be distributed with the December meeting minutes.

Public Comment:

No public comment.

Financial:

Adam updated the group on the monthly financials. Overall, we are still experiencing limitations to programs, but we are still gaining momentum. We had hoped to be accelerating at a faster pace, but it is still slower than expected. However, we are still maintaining a profit.

Jeremy asked why the elevated cost of Zamboni repairs. Rich will try to clarify with Rick.

Operations:

The new desiccate wheel was installed and is complete. A new compressor was recently purchased and installed. Some signs inside of the building have been updated and installed within the facility. Adam suggested that we look to refurbish, repaint, or replace the sign at the main entrance (blue Skatium sign). Some of the concrete in the front of the building has been repaired and benches have been installed outside the entrance.

There has been discussion with the Township to install a wrap or “window perf” on the front doors. (One Way Perforated Vinyl Window Covering). Once a design has been selected and approved the installation of the vinyl can take place. The installation of the covering will need to take place when the weather is a more moderate temperature. Probably in the spring. Barbara suggested we explore power washing building since the façade is showing signs of weathering and aging.

The air curtains are completely installed and connected to the power source. They still need to be placed into service. The emergency lighting will be updated and waiting for the product before it is scheduled.

There have been discussions with the Township that the Point-of-Sale system needs to be utilized more efficiently. The Township is exploring training options for the staff and will notify the Board when options can be presented.

We are looking at purchasing a skate sharpening machine, but a final decision has not been made.

A few repairs are needed specifically in the restrooms. Rick has been notified and will be taking correcting actions.

Adam commented that communication between the Advisory Board and the Township has improved significantly over the past several months.

Tenant Update:

Status quo. (all good)

Marketing:

The suggestion remains that we should update the landing page of the website as well as update the display monitors in the front of the rink and add more content.

Old Business:

Progress has been made to clean up the existing banners. We have spoken to several organizations, and many have agreed to assist. The Hawks have agreed to look at the banners and decide which can be retired and which can remain. It was suggested that only League Championship banners be displayed.

It has also been decided that all the trophies should be removed from the front cases and returned to their rightful owners. The trophy cases will be eventually removed, and the space will be repurposed.

The Township is still working with Tustin to negotiate a new maintenance agreement.

New Business:

Adam mentioned that we should begin to create written operations manuals, procedure manuals, and policy manuals for the Skatium. We should also consider training programs for the staff to coincide with

these manuals. For example, we should develop a security policy for events and train the staff accordingly.

The Township would like to consider applying for a risk management certification program and begin succession planning. More details to follow.

Drew adjourned the meeting at 8:15 p.m.

The next Meeting is scheduled for: Tuesday, January 21, 2022 @ 7:30 p.m. online.

Respectfully Submitted

Rich Caesar