

Board of Trustees Meeting September 10, 2025 @ 6:00 pm

PLEASE SILENCE YOUR CELL PHONE

Agenda

Village of Millbrook
Board of Trustees
Wednesday, September 10, 2025
6:00 PM
Millbrook Village Hall

Residents are welcome to attend in-person. This meeting will be broadcast on <u>YouTube</u> Live & then will be posted to the <u>Village website</u>.

The public can comment/question anytime via email villageofmillbrook@gmail.com

OPEN MEETING

- a. Pledge of Allegiance followed by Moment of Silence 9/11
- b. Roll Call
- c. Community Day 9/20/2025
- d. 9/15 to 9/19 Clerk and Deputy Clerk away for training Clerk's Office will be closed

ADMINISTRATIVE BUSINESS

- a. Minutes Approval
- b. Voucher Approval
- c. Annual Trainings

DEPARTMENT REPORTS

- a. DC Legislature DC Legislator Houston
- b. Fire & Rescue Chief Boscardin, President Rochfort
- c. Police Chief Dworkin
 - Police Policies Status
- d. Highway Deputy Mayor Murphy
- e. Water & Sewer S. Osborn, VRI
- f. Treasurer & Building Dept Clerk Witt
 - i. Procurement Policy Update Discussion
 - ii. Resolution 2025-008 to amend reminder notice mailing fee from \$1.00 to \$2.00

NEW BUSINESS

a. Resolution LL0032025.1 – Local Law to add a Handicap Parking Space across from Library

GENERAL PUBLIC COMMENTS

BOARD MEMBER UPDATES

- a. Mayor
 - i. <u>Resolution 2025-007</u> authorizing Village Clerk/Treasurer to use a separate bank account to accept money for the purchase and maintenance of Military Banners
- b. Trustee Updates

EXECUTIVE SESSION (IF NEEDED)

NEXT BOARD MEETING

a. Monthly Business Meeting: Wednesday, October 8, 2025, 6:00 pm @ Village Hall

ADJOURNMENT

Voucher Totals	PAID 8/13/25	UNPAID 9/10/25
General Fund	\$ 75,744.88	\$ 184,257.45
Cap Sidewalks		\$77.50
WWTP Upgrade		\$91,705.00
PD Tech Grant	\$7,182.64	\$6,035.46
Water Fund	\$ 1,431.37	\$ 36,609.07
Sewer Fund	\$3,199.10	\$65,362.61
TOTAL:	\$87,557.99	\$ 384,047.09

MILLBROOK FIRE DEPARTMENT JULY 2025

78 INCIDENTS REPORTED

Millbrook Fire	Dept	
Automatic Fire Alarm		26
EMS Call		45
Miscellaneous		2
Vehicle Fire		1
Brush Fire		1
Tree & Wires		1
со		1
Structure Fire (Mutual Aid)		1
	TOTALS:	78

EMS Response	S
NDP (49-79)	
MFD Ambulance	6
MFD to Hospital	3
MRS Members	28
MFD Members	6
Mutual Aid Give	en
Mutual Aid Give	en
	en 2
Fire	2
Fire NDP	2

NOTES:

Monthly drills

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MILLBROOK FIRE DEPARTMENT AUGUST 2025

86 INCIDENTS REPORTED

Millbrook Fire Dept	
Automatic Fire Alarm	20
EMS Call	60
Motor Vehicle Accident	3
Odor of Gas	1
Structure Fire (1 Mutual Aid)	2
TOTALS:	86

EMS Responses	
NDP (49-79)	60
MFD Ambulance	10
MFD to Hospital	5
MRS Members	15
MFD Members	7

Mutual Aid G	iven
Fire	2
NDP	3

Mutual Aid Received	
Fire	0
NDP	2

NOTES:

Monthly drills

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INCIDENT REPORTS

MONTH REPORTED: JULY 2025				CALLS FOR SERVICE	199
911 Hangup		Hazardous Condition	3	Road Hazard	
Alarm Burglar/Fire/Panic	5	Juvenile		School Check	
Animal Complaint		Larceny	2	Security Check	2
Assist Citizen	10	Lockout		Suspicious Person/Activity	2
Assist Other Agency	1	Medical Aided	8	Suspicious Vehicle	
Civil Matter		Missing Person		Traffic Complaint	4
Criminal Mischief	1	Motor Vehicle Accident	3	Traffic Enforcement Details	20
Disabled Vehicle		Motor Vehicle/Residential Lockout	1	Unattended Death	
Disorderly Conduct		Noise Complaint	1	Uniform Traffic Tickets	11
Disturbance/Dispute	1	Odor of Gas		Vehicle & Traffic Complaint	
Domestic Incident		Order of Protection	1	Vehicle Abandoned	
EDP		Parking Summons	16	Vehicle Stop	19
Fire		Property Check	17	Village Event	2
Foot Patrol	52	Property Lost/Found	8	Welfare Check	1
Forgery /Fraud		Public Safety	1		
Harassment	2	Records Request	2		

INVESTIGATIONS

Harassment

• Neighbor v. Neighbor – Complainant declines prosecution

Trespassing

Random occurrence – Patrol monitoring

Criminal Mischief

Damage to lawn furniture – Case closed

Larceny from Motor Vehicle

• Victim declines prosecution

Hit & Run Motor Vehicle Crash

• Subject/Driver identified, victim compensated for damages

INCIDENT REPORTS

MONTH REPORTED: AUGUST 2025				CALLS FOR SERVICE	150
911 Hangup		Hazardous Condition	2	Records Request	2
Alarm Burglar/Fire/Panic	6	Juvenile		Road Hazard	
Animal Complaint	2	Larceny		School Check	
Assist Citizen	1	Littering	1	Security Check	
Assist Other Agency		Lockout	3	Suspicious Person/Activity	2
Civil Matter		Medical Aided		Suspicious Vehicle	
Criminal Mischief		Missing Person		Traffic Complaint	3
Disabled Vehicle		Motor Vehicle Accident		Traffic Enforcement Details	15
Disorderly Conduct		Motor Vehicle/Residential Lockout		Unattended Death	
Disturbance/Dispute	1	Noise Complaint	1	Uniform Traffic Tickets	
Domestic Incident		Odor of Gas		Vehicle & Traffic Complaint	
EDP	1	Order of Protection	1	Vehicle Abandoned	
Fire		Parking Summons	16	Vehicle Stop	22
Foot Patrol	47	Property Check	3	Village Event	
Forgery /Fraud		Property Lost/Found	1	Welfare Check	1
Harassment	3	Public Safety			

AUGUST 2025

INVESTIGATIONS

Harassment

 Subject harassing residents - Investigation pending

Harassment

 Subject photographing women without their knowledge/permission – Investigation pending

Assault

 Fight in progress, subject possibly brandishing a weapon – involved parties uncooperative

Harassment

Investigation pending

TRAINING

DOMESTIC VIOLENCE/LAP

 Department-wide training is scheduled for September that will cover changes to the Lethality Assessment Program as well as a refresher and updates to domestic violence procedures and reporting.

PROJECTS

TECHNOLOGY

New Computer Server

 Purchased through the LE Technology Grant, the new server has been installed as the central hub for department data storage and processing. It manages the department's network, ensuring secure access and efficient information sharing across all devices.

Desktop PC

The department has replaced an eight-year-old desktop computer that had previously been used as the
department server. This device was not originally designed to serve as the central hub for data storage
and processing, and its replacement was long overdue to ensure reliable and efficient management of
department information.

Property/Evidence PC

 The eight-year-old computer has been repurposed for the secure storage of records and data related to the intake, retention, and release of all property and evidence records maintained by the department.

PROJECTS

RECORDS

• Over the past several months, more than 30 years of police department records have been carefully reviewed, sorted, and archived. In accordance with New York State records retention laws, all materials have been designated either for secure archiving or for lawful destruction, ensuring both compliance and proper record management moving forward.

PROCEDURES

• The department is currently conducting a comprehensive review of its procedures with the objective of enhancing the quality of service provided to our residents. This review is focused on strengthening how our members respond to calls for service, ensuring that investigations are coordinated and thorough, and that all documentation meets or exceeds New York State reporting standards. By refining these procedures, we aim to improve accountability, consistency, and overall service to the community.



- Mowed all village properties weekly
- Helped the Fire department get ready for the Fireman's Carnival
- Trimmed the trees on Franklin Ave and the sidewalks to make it safer for the carnival and fireman's parade
- Repaired sidewalks on Franklin Ave
- Removed and replaced a 100' section of sidewalks on Merritt Ave.
- Prepared Washington Ave for Milling and Paving
 - Marked out the road, trimmed the trees, handed out notices for no parking to all homeowners and business owners
- Washington Ave was Milled and Paved

- Top soiled the edges of the road on Washington Ave that needed to get back up so the blacktop does not crack off and break the edges
- Weed Wacked and Sprayed for weeds on the sidewalks and curbs throughout the village
- Summer Brush Pick up dates, July 14th,
 August 11th, and September 8th





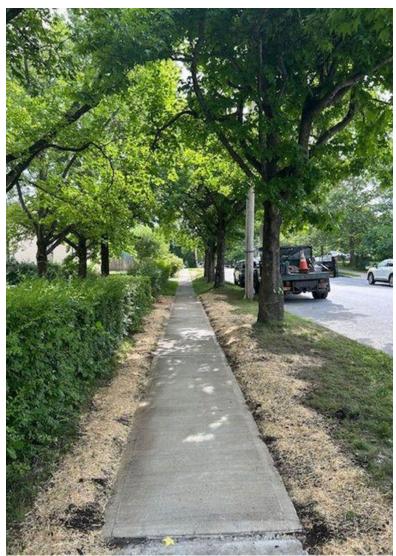
Merritt Ave: Sidewalk Repair





Merritt Ave: Sidewalk Repair





Merritt Ave: Sidewalk Repair



Washington
Ave: Milling
& Paving



BRUSH PICK-UP HAS ENDED LEAF PICK UP BEGINS OCTOBER 1ST

- Mowed all the Village properties weekly
 - Repaired and patched a catch basin with a sink hole on Ciferri Dr.
- Patched and dragged boxed Church St. with blacktop.
- Trimmed 90% of the sidewalks and roads in the village
 - took over 50 loads of tree limbs to the dump
 - 3 weeks of trimming
- Sent both the 2024 and 2019 F-550 to Millerton Ford for a steering issue
 - 2024 was warranty work
- Summer Brush pick up throughout the village

- Serviced all the mowing equipment
- Emergency Utility Pole replacement at the Firehouse.
- Fixed the body pins on the 2015 F-550
- Fixed the No Parking issue down at the DMV
 - New No Parking Sign and cross hatched no parking section on pavement
- All Highway employees attended the UDig-Ny CEP Master Class and received their certification.
- Received the Tree removal bids back and Out On a Limb was awarded the bid.
 - Tree removal will be on September 8th, 2025

Monthly Water Report July 2025

	July	June	May
Total Water Produced	5,273,315	5,246,620	5,139,110
Average Daily Flow	170,110	174,880	165,778
Peak Day Flow	215,010	248,940	224,770

Sampling Results:

	July	June	May
Total Coliform	Absent	Absent	Absent

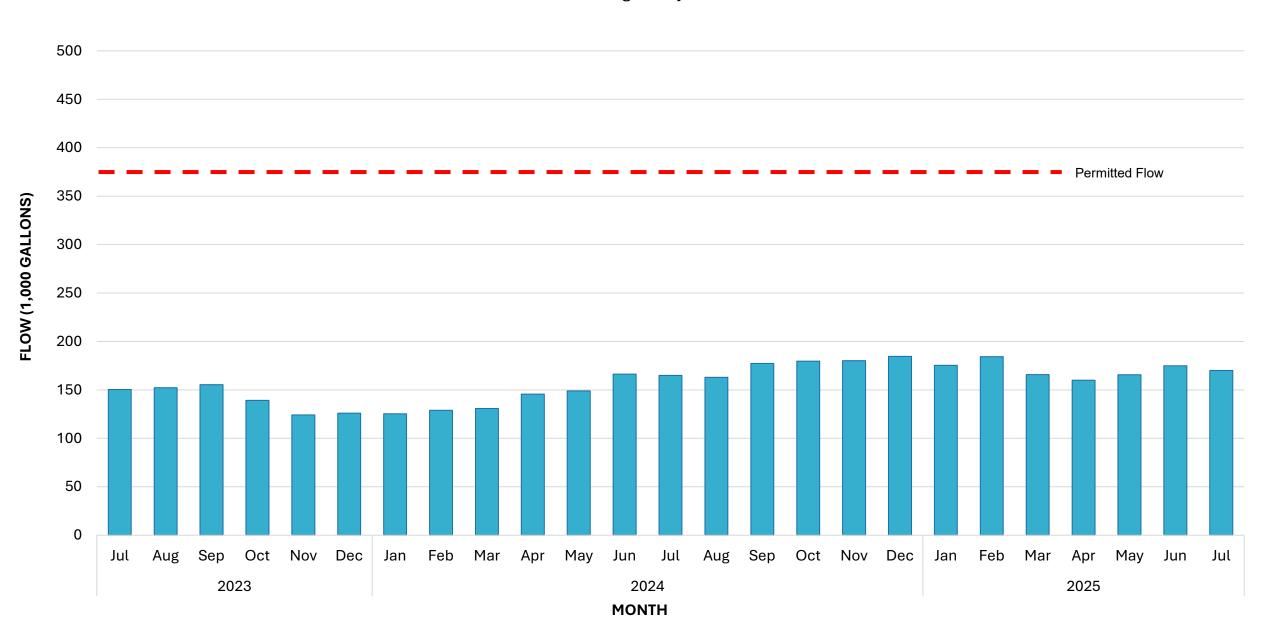
^{*} Results not in compliance

Comments:

- 1. Performed all routine sampling and maintenance
- 2. Replaced pressure relief valves for both chlorine pumps
- 3. Service line leak at 3231 Sharon TPK homeowner had entire line replaced
- 4. Installed new curb valve and curb box for 3231 Sharon TPK

Millbrook Water

Average Daily Flow



Monthly Sewer Report July 2025

	July	June	May	Permit Limit
Total Effluent Flow	3,863,245	5,064,110	7,982,300	n/a
Average Daily Flow	124,620	168,800	257,495	n/a
12-Month Rolling AVG	155,000	155,000	149,000	250,000
Peak Daily Flow	189,230	253,810	794,065	n/a
Precipitation (in. as liquid)	7.1"	3.2"	8.9"	n/a

SPDES Permit Samples: (mg/l)

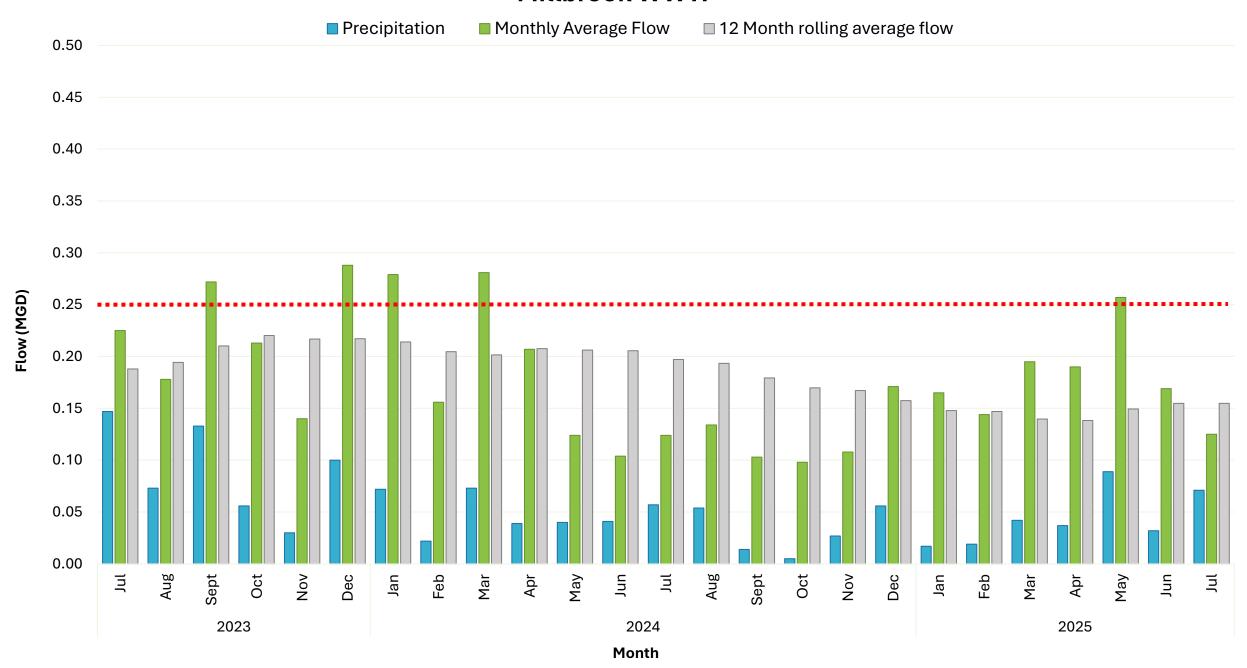
	July	June	May	Permit Limit
BOD	2 mg/l	2 mg/l	17 mg/l	15 mg/l
Percent Removal	98 %	99 %	80 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	14 mg/l	15 mg/l
Percent Removal	99 %	99 %	82 %	85%
TKN as N	0.05 mg/l	0.05 mg/l	0.05 mg/l	5 mg/l
Fecal Coliform	2/100 ml	2/100 ml	79/100ml	200/100 ml

^{*} Exceeds permit limit

Comments:

- 1. Performed all routine sampling and maintenance
- 2. Arold videoed sewer mains
- Worked on aerating ORF as per plan for EPA
- 4. DEC inspection
- 5. Rebuilt 4 manholes 3 on Anson Ave, 1 at Harts Village/Rt 44

Millbrook WWTP



Monthly Water Report August 2025

	August	July	June
Total Water Produced	5,353,535	5,273,315	5,246,620
Average Daily Flow	172,700	170,110	174,880
Peak Day Flow	224,910	215,010	248,940

Sampling Results:

	August	July	June
Total Coliform	Absent	Absent	Absent

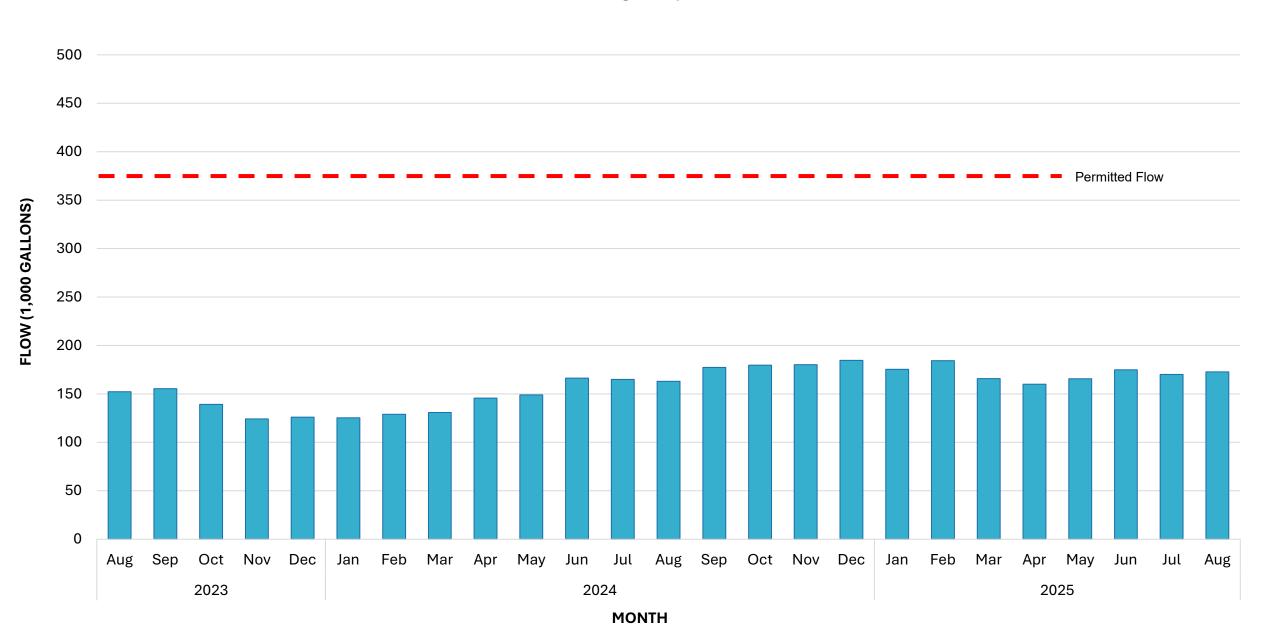
^{*} Results not in compliance

Comments:

- 1. Performed all routine sampling and maintenance
- 2. Shut off water for 4 Merritt Ave
- 3. Inspected 3 new water connections on Maple Hill Dr
- 4. Installed new fire hydrant on Elm Dr
- 5. Installed new water valves on Maple Ave 8 in and 10 in
- 6. Replaced a water meter
- 7. Replaced 2 curb valves on Anson Ave and one on Elm Dr
- 8. Water leak on County House Rd repaired by owner

Millbrook Water

Average Daily Flow



Monthly Sewer Report August 2025

	August	July	June	Permit Limit
Total Effluent Flow	3,862,465	3,863,245	5,064,110	n/a
Average Daily Flow	124,600	124,620	168,800	n/a
12-Month Rolling AVG	154,000	155,000	155,000	250,000
Peak Daily Flow	213,750	189,230	253,810	n/a
Precipitation (in. as liquid)	3.5"	7.1"	3.2"	n/a

SPDES Permit Samples: (mg/l)

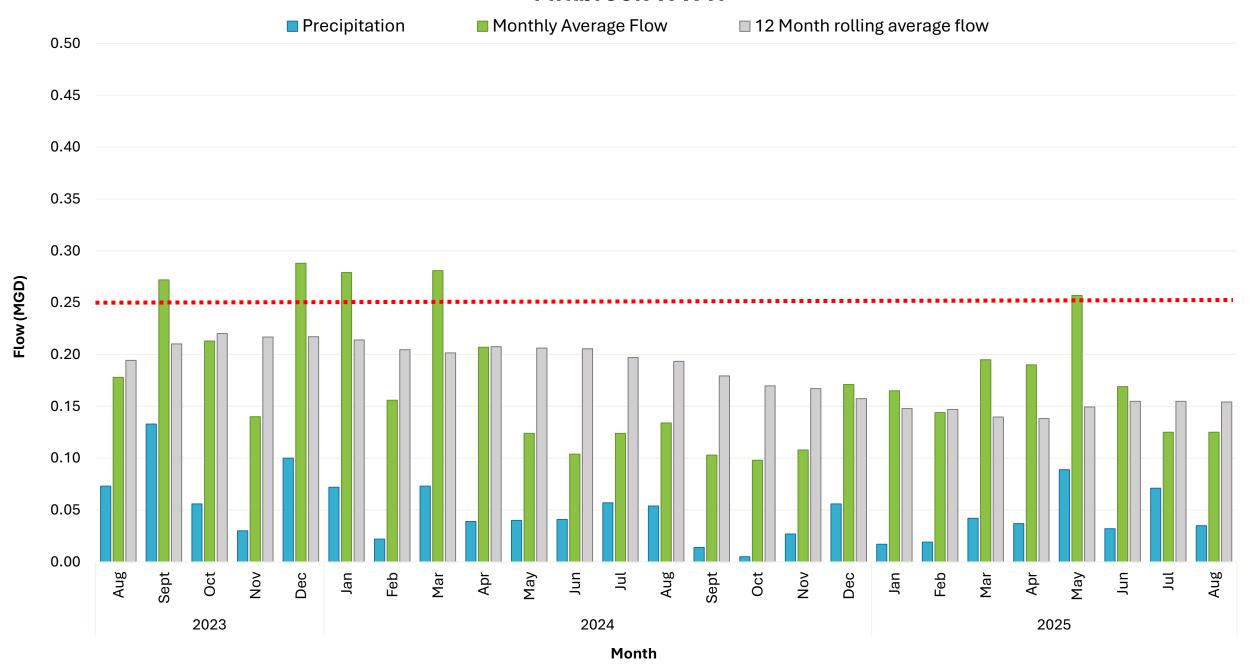
	August	July	June	Permit Limit
BOD	3.1 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	98 %	99 %	85%
Total Suspended Solids	2 mg/l	2 mg/l	2 mg/l	15 mg/l
Percent Removal	99 %	99 %	99 %	85%
TKN as N	0.15 mg/l	0.05 mg/l	0.05 mg/l	5 mg/l
Fecal Coliform	2/100 ml	2/100 ml	2/100 ml	200/100 ml

^{*} Exceeds permit limit

Comments:

- 1. Performed all routine sampling and maintenance
- 2. Submitted quarterly report to EPA
- 3. Continued aerating ORF
- 4. EarthCare hauled sludge
- 5. Met with NYS DOT and Arold Const to discuss plan for rehab of sewer main on Rt 44

Millbrook WWTP



Building Department Report: July & August 2025

Building Permits Issued	11
Sign Permit	0
Certificate of Use	1
Certificate of Occupancy	1
Certificate of Compliance	1
Municipal Searches	0
Short Term Rental App	0
Fire Inspection (not STR)	1
Total Fees Collected	3,880.00

Planning & Zoning

- Planning Board meetings- 7/14 & 8/11
- Zoning meeting- 8/18

Short Term Rentals (STR):

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Treasurer's Report: Bank Balances - July 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	0.00	1,033,521.78	266,280.82	71.06	71.06	71.82	767,312.02
GENERAL FUND	15,924.77	337,718.74	320,881.39	4.07	4.07	131.09	32,766.19
WATER FUND	156,263.24	8,469.74	40,433.51	27.18	27.18	139.29	124,326.65
SEWER FUND	71,625.12	12,869.22	59,652.06	7.59	7.59	104.51	24,849.87
ACCOUNTS PAYABLE	35,103.34	258,148.53	279,201.92	0.00	0.00	0.00	14,049.95
BENNETT PUMP STATION	0.00	50,700.31	20.00	0.00	0.00	5.64	50,680.31
ESCROW (PB & ZBA)	8,667.73	0.00	0.00	0.00	0.00	0.00	8,667.73
HNL TRUST	9,090.21	0.00	0.00	1.44	1.44	9.01	9,091.65
MEDICAL DEDUCTIBLE	1,202.92	20,000.00	861.77	0.00	0.00	0.00	20,341.15
GRANTS	0.00	102,375.75	0.00	3.50	3.50	3.50	102,379.25
PAYROLL ACCOUNT	11,946.51	43,701.29	43,701.29	0.00	0.00	0.00	11,946.51
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,686.74	0.00	0.00	0.27	0.27	4.07	1,687.01
VEHICLES & EQUIPMENT	1.00	0.00	0.00	0.00	0.00	6.82	1.00
WWTP UPGRADE	27,172.10	45,000.00	39,337.42	4.88	4.88	497.20	32,839.56
SIDEWALKS	18,681.02	0.00	0.00	3.72	3.72	23.25	18,684.74
TENNIS COURTS	303.52	0.00	0.00	0.06	0.06	0.37	303.58
TRIBUTE GARDEN DONATIONS	14,900.67	0.00	2,782.00	2.67	2.67	18.18	12,121.34
TOTAL	1,233,776.75	1,187,808.24	1,797,512.94	171.10	297.54	1,185.85	624,243.15

Treasurer's Report: NYCLASS Balances - July 2025

Average Monthly Yield: 4.1362%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
FIRE TRUCK RESERVE	463,338.24	0.00	0.00	1,630.68	3,203.53	10,703.97	464,968.92
TAX ACCOUNT	505,473.91	500,000.00	0.00	2,743.83	4,459.73	12,450.80	1,008,217.74
WATER FUND	10,777.07	30,000.00	0.00	119.61	156.21	341.06	40,896.68
SEWER FUND	52,740.62	5,000.00	0.00	199.25	378.29	1,282.50	57,939.87
FEMA	561.69	0.00	0.00	1.90	3.75	13.06	563.59
BENNETT PUMP STATION	26.58	0.00	0.00	0.04	0.09	3,041.25	26.62
TENNIS COURT RESERVE	4,096.66	0.00	0.00	14.41	28.29	59.03	4,111.07
WWTP UPGRADE	359,298.85	0.00	0.00	1,264.50	2,545.32	5,563.35	360,563.35
TOTAL	1,396,313.62	535,000.00	0.00	5,974.22	10,775.21	33,455.02	1,937,287.84

Total Balances - July 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	1,233,776.75	1,187,808.24	1,797,512.94	171.10	297.54	1,185.85	624,243.15
NYCLASS	1,396,313.62	535,000.00	0.00	5,974.22	10,775.21	33,455.02	1,937,287.84
TOTAL	2,630,090.37	1,722,808.24	1,797,512.94	6,145.32	11,072.75	34,640.87	2,561,530.99

Clerk/Treasurer Highlights

Treasurer's Report: Bank Balances - August 2025

	Beginning Balance	Contributions	Withdrawals	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
TAX ACCOUNT	82,006.51	40,310.45	25,000.00	21.10	176.38	177.14	97,338.06
GENERAL FUND	91,595.98	58,233.21	131,533.74	8.56	20.12	147.14	18,304.01
WATER FUND	104,051.49	63,600.22	5,981.10	31.60	80.05	192.16	161,702.21
SEWER FUND	112,663.40	61,717.33	3,199.10	35.20	62.97	159.89	171,216.83
ACCOUNTS PAYABLE	70,965.05	87,557.99	153,981.54	0.00	0.00	0.00	4,541.50
BENNETT PUMP STATION	17,998.15	0.00	0.00	3.94	9.10	14.74	18,002.09
ESCROW (PB & ZBA)	7,913.95	1,000.00	391.45	0.00	0.00	0.00	8,522.50
HNL TRUST	9,093.19	0.00	0.00	1.60	4.58	12.15	9,094.79
MEDICAL DEDUCTIBLE	16,280.46	0.00	922.96	0.00	0.00	0.00	15,357.50
GRANTS	44,339.40	1,500.00	7,182.64	8.96	32.61	32.61	38,665.72
PAYROLL ACCOUNT	11,946.51	43,505.24	43,300.26	0.00	0.00	0.00	12,151.49
POLICE VEHICLE FUND	1,728.24	0.00	0.00	0.00	0.00	0.00	1,728.24
RESERVE FOR FIRE TRUCK	1,687.30	0.00	0.00	0.29	0.85	4.65	1,687.59
VEHICLES & EQUIPMENT	1.00	0.00	0.00	0.00	0.00	6.82	1.00
WWTP UPGRADE	21,243.80	0.00	0.00	3.73	12.85	505.17	21,247.53
SIDEWALKS	18,301.15	0.00	0.00	4.01	11.64	31.17	18,305.16
TENNIS COURTS	303.65	0.00	0.00	0.06	0.19	0.50	303.71
TRIBUTE GARDEN DONATIONS	12,123.92	0.00	0.00	2.65	7.90	23.41	12,126.57
TOTAL	624,243.15	357,424.44	371,492.79	121.70	419.24	1,307.55	610,296.50

Treasurer's Report: NYCLASS Balances - August 2025

Average Monthly Yield: 4.1335%

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
FIRE TRUCK RESERVE	464,968.92	0.00	0.00	1,634.99	4,838.52	12,338.96	466,603.91
TAX ACCOUNT	1,008,217.74	0.00	0.00	3,545.27	8,005.00	15,996.07	1,011,763.01
WATER FUND	40,896.68	0.00	0.00	143.80	300.01	484.86	41,040.48
SEWER FUND	57,939.87	0.00	0.00	203.71	582.00	1,486.21	58,143.58
FEMA	563.59	0.00	0.00	1.91	5.66	14.97	565.50
BENNETT PUMP STATION	26.62	0.00	0.00	0.05	0.14	3,041.30	26.67
TENNIS COURT RESERVE	4,111.07	0.00	0.00	14.50	42.79	73.53	4,125.57
WWTP UPGRADE	360,563.35	0.00	0.00	1,267.86	3,813.18	6,831.21	361,831.21
TOTAL	1,937,287.84	0.00	0.00	6,812.09	17,587.30	40,267.11	1,944,099.93

Total Balances - August 2025

	Beginning Balance	Contributions	Withdrawls	Interest	Income Earned Fiscal YTD	Income Earned Calendar YTD	Month End Balance
BANK OF MILLBROOK	624,243.15	357,424.44	371,492.79	121.70	419.24	1,307.55	610,296.50
NYCLASS	1,937,287.84	0.00	0.00	6,812.09	17,587.30	40,267.11	1,944,099.93
TOTAL	2,561,530.99	357,424.44	371,492.79	6,933.79	18,006.54	41,574.66	2,554,396.43

Clerk/Treasurer Highlights

- Completed and submitted the Annual Financial Report (AFR) before the due date of July 31st.
- Continuing tax collections through Oct 31st. In November, unpaid tax list is sent over to Dutchess County.

Tax Update:

Parcel Statistics 1,278,191.41 Total Tax Due Total Paid 1,253,874.04 98.10% 24,317.37 1.90% Unpaid **Parcel Counts** 676 Total Parcels Wholly Exempt 0.44% Fully Paid 660 97.63% Partial Paid Unpaid 13 1.92%

Resolution 2025-008

A Resolution Amending the Fee Schedule of the Village of Millbrook Tax Collector

CLICK LINK BELOW TO VIEW

https://cdn.townweb.com/villageofmillbrookny.com/wp-content/uploads/2025/09/2025-008-Tax-Mailing-Fee-Amendment.pdf

Resolution LL0032025.1

Introducing Local Law No. 3 of 2025 Amending Section 220-56 of the Village Code Entitled "Vehicles and Traffic Schedule XXIV: Handicap Parking" to add one (1) additional Handicap Parking space

CLICK LINK BELOW TO VIEW

https://cdn.townweb.com/villageofmillbrookny.com/wpcontent/uploads/2025/09/2025-007-Resolution-to-Establish-Collecting-Moneies-for-the-Military-Banner-Project.pdf

Board of Trustee Updates

Mayor Peter Doro

Deputy Mayor Patrick Murphy

Trustee Shannon Mawson

Trustee Julia Bucklin

Trustee Elizabeth Socci

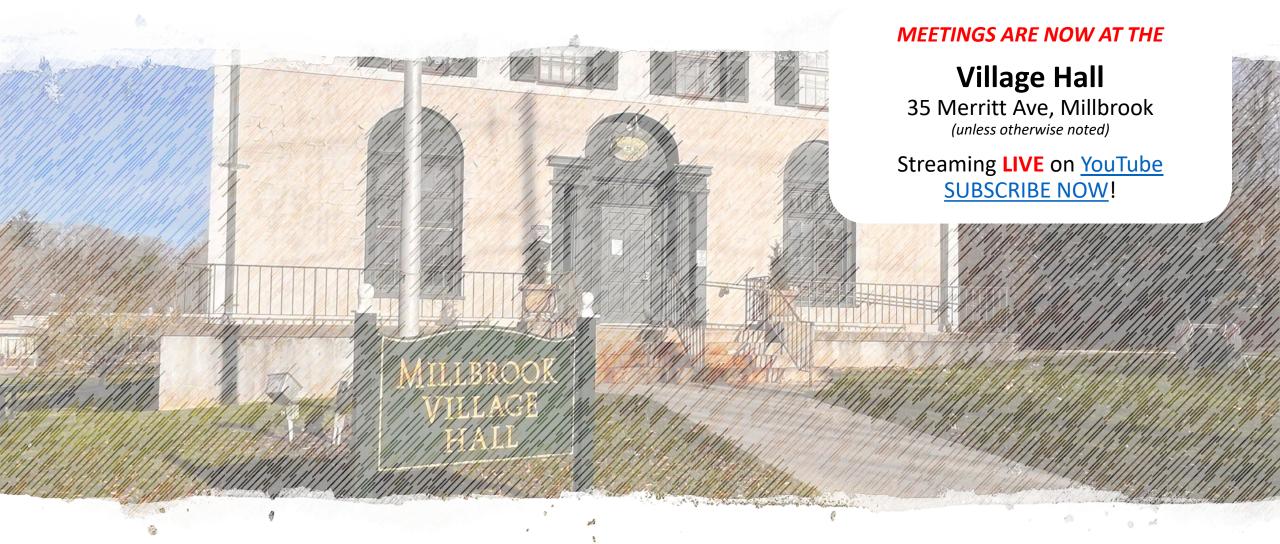


Resolution 2025-007

Authorizing Village Clerk/Treasurer to Use a Separate Bank Account to Accept Money for the Purchase and Maintenance of Military Banners

CLICK LINK BELOW TO VIEW

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Next Board of Trustees Meeting:

Monthly Business Meeting @ Village Hall Wednesday, October 8, 2025 @ 6:00 pm