



FISHERS ISLAND  
**Waste Management**  
DISTRICT

**DRAFT MEETING MINUTES**

**August 27, 2025**

**12:30 PM – 2:30 PM**

**Community Center & Zoom**

**Commissioners Present:**

K. Stevens, *Chair*  
G. Murphy, *Treasurer*  
S. Malinowski, *Secretary*  
M. Doyen

**Staff Present:**

J. Theodore, *Operations Supervisor*  
C. Panza, *Business Office Administrator*

The meeting began at 12:44

**1. There were no additions to the Agenda and no Public Comments**

None.

**2. Minutes Adoption:**

**A motion by G. Murphy to adopt the 08.20.25, 2025 meeting minutes as amended was duly seconded by M. Doyen. On a vote of 4-0, the motion carried.** Four commissioners were present for this vote.

This meeting covered administrative and financial subjects, governance documents, and the Employee Handbook. Equipment sale, budget reviews, grant opportunities, and financial performance. Also, our document management processes and recruitment efforts.

**3. Financials**

Budget discussion: relabeling categories to ensure accurate tracking of expenses. Review and refine budget categories prior to public meeting. Clear snapshot of budget to submit to ICB.

**4. Operations Manager Report:**

Grinder Sale: J. Theodore to follow up with potential buyer; set the floor price at \$80,000. Inventory and assessment of all equipment for budget purposes. Annual Calendar review in October to ensure all deadlines are met throughout the year.

**5. Business Office Report:**

Will continue to monitor IRS credit situation until it is resolved. Document management processes are ongoing. Goal is to centralize meeting packets and minutes. Ask legal about putting Handbook on Website. Verify the contract details regarding automatic updates to the Handbook based on NYS law changes. Create Google Drive folder for employee documents that can later be migrated to Google Workspace. Remove outdated Handbook from the website. Update governing docs on Website. Maintain the list of desired changes throughout the year for annual updating of Handbook.

The board reviewed an invoice for communications support from Fishers Island.net , which includes posting job openings, legal notices, and waste management information throughout the year.

**6. Adjourn**

**A motion by G. Murphy to adjourn the meeting was duly seconded by K. Stevens On a vote of 4–0, the motion carried unanimously.** Four Commissioners were present for this vote.

The meeting adjourned at 2:20 pm.

Respectfully submitted by,

S. Malinowski

October 2, 2025

All Commissioners were provided with the opportunity to suggest clarifying edits for accuracy.