



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
ENVIRONMENTAL COMMISSION –  
REGULAR MEETING  
Dec 3<sup>rd</sup> 2025 7:00 PM

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1. CALL MEETING TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. COMMENTS FROM THE PUBLIC
6. COMMUNICATIONS
7. APPROVAL OF AGENDA
8. APPROVAL OF THE MINUTES –Nov 5<sup>th</sup>, 2025 REGULAR MEETING
9. NEW BUSINESS
  - A. 'Bird City' Discussion and Resolution
10. UNFINISHED BUSINESS
  - A. Brownfield Redevelopment Authority – Vacant Position available.
11. REPORTS AND ANNOUNCEMENTS
  - A. Staff
  - B. Liaisons:
    - Township Board
    - Planning Commission
    - Land Preservation Advisory Board
    - ~~Brownfield Redevelopment Authority~~
    - Parks Commission
  - C. Teams:
    - Energy Team
    - Green Team
    - Food & Composting Team
    - Green Burial Team
  - D. Haslett/Okemos High School
12. OTHER MATTERS AND COMMISSIONER COMMENTS
13. ADJOURNMENT

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Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager Tim Dempsey, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.



A PRIME COMMUNITY  
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CHARTER TOWNSHIP OF MERIDIAN  
REGULAR MEETING ENVIRONMENTAL COMMISSION –**DRAFT**-  
5151 Marsh Road, Okemos MI 48864-1198  
517.853.4000, Township Hall Room  
WEDNESDAY, NOVEMBER 5<sup>th</sup> , 2025, 7:00PM

PRESENT: Chair Bill McConnell, Vice Chair Yu Man Lee  
Commissioners Tom Frazier, Richard Miksicek, Laura Belisle, Cynthia  
Peterson, Harrison Batten and Trustee Nickolas Lentz

ABSENT:

STAFF: Project Engineer Jack Hughes

1. CALL MEETING TO ORDER

Chair McConnell called the November 5<sup>th</sup>, 2025, Township Environmental Commission meeting to order at 7:00 pm.

2. ROLL CALL

Project Engineer Hughes called the roll of the Commission.

3. PRESENTATION

None at this time.

4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS

None at this time.

5. COMMENTS FROM THE PUBLIC

None at this time.

6. COMMUNICATIONS

None at this time.

7. APPROVAL OF AGENDA

**Commissioner Frazier moved to approve the Agenda of the November 5<sup>th</sup>, 2025 Environmental Commission Regular meeting. Seconded by Commissioner Lee. Motion passed unanimously.**

8. APPROVAL OF MINUTES

**Commissioner Lee moved to approve the Minutes of the October 1<sup>st</sup>, 2025 Environmental Commission Regular Meeting, as Amended. Seconded by Commissioner Miksicek. Motion**

**passed unanimously.**

9. NEW BUSINESS

A. Resolution of Appreciation was read commemorating John Sarver's service.

**Chair McConnell moved to approve the Resolution of Appreciation to Environmental Commissioner John Sarver as presented. Seconded by Commissioner Frazier. Motion passed unanimously.**

B. Brownfield Redevelopment Authority – Vacant Position available.  
Environmental Commission will need to select a member to join. Details about the position were explained by Project Engineer Hughes. Further information will be sent out to Commission members. Commissioner Miksicek expressed interest in the position.

10. UNFINISHED BUSINESS

None at this time.

11. REPORTS AND ANNOUNCEMENTS

A. Staff

Project Engineer Hughes provided some background information on the Climate Sustainability Program before exploring the currently available options to expend those resources.

The Climate Sustainability Program, established in 2024 with an initial \$30,000 allocation from the Township Board, was designed to address general environmental objectives without a singular focus. To date, approximately \$8,500 has been expended, primarily to fund the Gleaning initiatives at the Farmers Market and two rounds of wetland education signage coordinated with the Parks Department. Consequently, roughly \$21,500 remains in the fund. This balance will roll over into the 2025 and 2026 budgets until fully utilized, with no current plans to add or subtract from the original allocation.

Staff presented several proposals for utilizing the remaining funds, ranging from administrative updates to infrastructure projects. Immediate, lower-cost options include additional signage and organizational improvements at the Recycling Center. Larger planning initiatives were discussed, specifically updating the 2004 Green Space Map to join a Tri-County network or creating a new Township Bike Plan, though these are expected to exceed the current available funding. Another conceptual proposal involves creating an "outdoor cafeteria" system at the Farmers Market to minimize waste by providing reusable utensils, dishware, and compost receptacles for patrons.

Two significant ecological interventions were highlighted for potential funding. The first is the installation of bioswales at Marshall Park to address severe flooding. While the Local Road Program is slated to fund basic drainage improvements, sustainability funds could be used to upgrade the project to include bio-retention systems and native planting. The second proposal involves planting approximately 25 native trees in the Carlton Street and Hickory Island area to replace vegetation removed during road work; this project, estimated at \$12,500, aims to stabilize the embankment and mitigate railway noise pollution. Project Engineer Hughes concluded by

opening the floor for further suggestions from the Environmental Commission.

The Commission began by reviewing the proposed project list to ensure previous commitments were accurately reflected. Members identified several missing items from past discussions, specifically the promotion of food waste composting (noting that the promotional aspects such as a mailing had not yet occurred) and additional funding required for wetland education signage. The group also briefly discussed adding the application and renewal fees for "Bird City" to the list. Regarding the nature of the funding, Trustee Nick clarified that the Climate Sustainability Program fund is a one-time allocation of \$30,000, not a recurring annual budget. Consequently, he advised the Commission to spend the funds strategically on unique environmental initiatives that cannot be covered by other sources, such as the Local Road Program or the Master Plan budget.

Discussion then turned to specific new proposals, starting with the Green Space Map update. Rather than funding a completely new plan immediately, the Chair suggested a more targeted, cost-effective approach: hiring a consultant or intern to merge old GIS data with current data to analyze conservation progress since the original 2004 plan. This analysis would help identify gaps requiring further attention. The Commission also debated the "Outdoor Cafeteria" concept for the Farmers Market. While the idea of reusable dishes was praised for sustainability, there was skepticism regarding the logistics of washing dishes, staffing, and health code compliance. The consensus leaned toward a more manageable focus on proper waste sorting bins rather than a full dish-service operation.

Finally, the Commission focused on the native tree planting and bioswale proposals near Marshall Park and Carlton Street. Members agreed that while the Local Road Program should cover standard drainage and reconstruction, the Climate Sustainability funds could be leveraged to cover the "incremental cost" of upgrading these projects to ecological standards such as installing bioswales instead of ditches and natural shorelines instead of sheet piling. Staff will arrange for the selected contractors (Spaulding DeDecker) to present a detailed pitch at a later meeting, specifically outlining the differences between standard road drainage and the proposed sustainable bioswales.

## B. Liaisons

Trustee Lentz provided an update from the Township Board

He began with an administrative update regarding the appointment of Linda Burkhart as the new Township Treasurer. While she brings valuable nonprofit executive experience to the role, she is currently away due to a health concern. Shifting to community welfare for the upcoming winter months, it was noted that Meridian Township received an \$80,000 grant from the 2024 Ingham County housing millage. These funds are designated to help residents prevent eviction through rent and utility assistance. The grant is active through September 30 2027, and Trustee Lentz encouraged anyone in need of housing stability support to reach out to the Township.

A significant environmental opportunity was also highlighted: a potential donation of 22.75 acres located at 4344 Hagadorn Road. The owner intends to donate the property by the end of the year. While the land is marshy and unsuitable for permanent structures, the Township is considering accepting it to potentially fill a gap in the local pathway system or to transfer it to the Drain Commission for water management projects. The property is currently undergoing a Level 2 Environmental Site Assessment, with a Board decision expected in the coming weeks.

Chair McConnell provided an update from the Planning Commission.

The Planning Commission dedicated the last meeting to a proposal concerning the development of a property on the east side of Central Park Drive, situated between the Central Park Estates single-family neighborhood and the commercial area housing Kohl's and Walmart. The applicants are seeking to amend a historical legal settlement concerning the property's zoning, requesting multi-family residential zoning to replace the current commercial designation. Much of the public discussion has focused on the potential impact of high-density housing on the adjacent single-family neighborhood, particularly regarding traffic and the destruction of local wildlife habitat.

The Chair noted that while residents are vocal about protecting the secondary woodland, the site was historically farmland before the adjacent mall was built, and existing land preserve programs already protect the highest-value environmental areas. From a staff perspective, the proposed plan avoids all existing wetlands on the site, with only minor, mitigable encroachment into a buffer area. The Planning Commission is expected to make a recommendation to the Township Board on whether to approve the zoning amendment.

Vice Chair Lee was unable to attend the latest meeting of the Land Preservation Advisory Board.

There was no update available from the Brownfield Redevelopment Authority.

Commissioner Miksicek was unable to attend the latest meeting of the Parks Commission. He plans to bring the 'Bird City' information to their attention and would like to see both Commissions involved in furthering that idea.

### C. Teams

Commissioner Miksicek provided an update from the Energy Team.

He began by summarizing the recent activity of the Energy Team, noting that former Environmental Commission member John is stepping down but will continue his involvement with the virtual Energy Team meetings. The team discussed the status of the "Solarize" program, reporting that the event held in April recruited 13 clients for residential solar installations, followed by an additional 7 clients recruited in July. Installers are currently working to complete these projects by year-end to ensure clients are eligible for the expiring federal residential solar tax credit, which is set to end in December 2025. The withdrawal of this and other major tax credits, like the vehicle credit, is expected to significantly reduce momentum in residential solar adoption, leading to a temporary focus shift toward commercial energy improvements, which retain a tax deduction through mid-2026.

The Energy Team also addressed recent public concern regarding potential environmental contamination from solar panels. The consensus was that this is not a significant immediate problem for the Township, primarily because residential installations are small and current manufacturing standards mitigate the leakage of toxic chemicals. Furthermore, large solar farms, which might pose a greater risk, do not exist in Meridian Township. The team noted that solar panels maintain high efficiency (over 90%) for 25 to 30 years, delaying the need for mass disposal. While they anticipate future recycling and upcycling markets will emerge, the team concluded that developing a disposal ordinance for solar and battery storage is not an immediate priority but should be considered by the Township at some point in the future.

Commissioner Frazier provided an update from the Green Team.

The Green Team's primary focus during its recent meeting was a review of the September Electronics Recycling Event. Members, including Commissioners Batten and Miksicek, agreed that the event was generally successful, though they identified a few minor logistical issues and public outreach questions to address for future improvement. The team will now begin planning the Green Events calendar for the next year, with the expectation that the first events in conjunction with the Farmers Market will be scheduled for February or March.

Minor update for the Food Composting Team, who recently made a presentation to the Board.

Commissioner Frazier provided an update from the Green Burial Committee.

They recently presented to the Township Board and were advised to work with the Public Works Department in order to move the concept forwards.

#### D. Haslett/Okemos High School

Commissioners Batten and Peterson provided an update from the Haslett/Okemos High Schools. The high school Sustainability Club reported a slightly lighter month, with its most significant activity being a neighborhood can drive. Club members canvas local areas to collect recyclable cans and bottles, which, even at ten cents each, cumulatively generate substantial funds. The club uses this initiative as a key method of public interaction, sustainability education for neighborhood children, and an opportunity for members to earn service hours (e.g., for National Honor Society). The proceeds from this collection will be donated to the Harris Nature Center.

Following the club update, the discussion shifted to a recent District Sustainability Team meeting held at Wilshire Elementary, where members praised the school's unique courtyard. This outdoor space is used for hands-on, age-appropriate environmental education, featuring composting areas, vegetable gardens, and creative learning spaces like log-seating areas and outdoor chalkboards, demonstrating effective methods for teaching young children about the environment. Finally, the group briefly discussed the logistical challenges of high-volume can collection in Michigan, noting that New York State allows for non-retail redemption centers, a model that could streamline fundraising efforts but has not yet gained traction at the state level in Michigan.

#### E. Other

No reports.

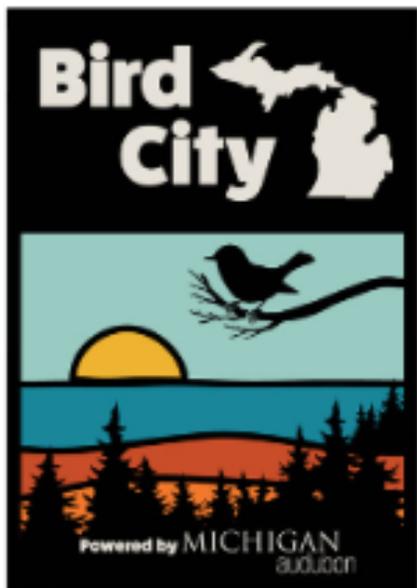
### 12. OTHER MATTERS AND COMMISSIONER COMMENTS

None at this time.

### 13. ADJOURNMENT

The meeting adjourned at 8:19pm.

# Statewide Movement for Birds and People



Launched in January 2025 by Michigan Audubon, Bird City Michigan is a **state-wide movement for birds and people**. The program recognizes communities that are taking real action in four categories: Habitat, Threats to Birds, Education and Engagement, and Sustainability. Michigan is home to **466 documented bird species**, many of which are facing steep declines. Communities can make a real difference by creating healthier habitats and reducing everyday threats. By becoming a Bird City, communities can also tap into the thriving nature tourism market—supporting local shops, restaurants, and lodging

## Bird City Michigan is Powered by Michigan Audubon

By: Bird City Michigan

while protecting the birds we all cherish.

## Your Community Webpage

- Once approved as a Bird City, your community will have its own webpage on [birdcity.org/michigan](http://birdcity.org/michigan).
- Showcase your bird-friendly actions through the Achievements Tab.
- Promote birding hot spots and local events through the Events and Tourism tabs.

## Powered by Michigan Audubon

- By bringing the Bird City program to Michigan, [Michigan Audubon](http://MichiganAudubon.org) hopes to encourage all communities in Michigan to implement sound bird conservation practices. Michigan Audubon is a 501 (c) (3) nonprofit organization; our mission is to connect birds and people for the benefit of both through conservation, education, and research efforts in the state of Michigan. Bird City Michigan will enable us to collect data on the bird-friendly actions taking place around our state and produce reports showcasing Michigan as an avian center. It is our hope that Bird City Michigan will introduce more people to birding as they learn about maintaining healthy habitats for our feathered friends. Our staff will guide and support your community as you form a team to collaborate on your Bird City Michigan application. We can't wait to recognize and celebrate your community!

**RESOLUTION IN SUPPORT OF THE BIRD CITY MICHIGAN INITIATIVE**

At a regular meeting of the Environmental Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Wednesday, December 3<sup>rd</sup>, 2025, at 7:00 p.m.

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

The following resolution was offered by Richard Miksicek and supported by \_\_\_\_\_.

**WHEREAS**, Meridian Township has a long history of striving to be at the forefront of environmental sustainability; and

**WHEREAS**, Meridian Township resolved to achieve the goals of existing U.S. Multilateral Environmental Agreements and adopted a Climate Sustainability Plan; and

**WHEREAS**, birds play an important ecological role in the community, controlling insect pests and contributing to pollination and seed dispersal, and

**WHEREAS**, birds play an important economic role in the community, attracting tourists and generating millions in recreational dollars statewide, and

**WHEREAS**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

**WHEREAS**, public awareness and concern are crucial components of migratory bird conservation, and

**WHEREAS**, since 1993 World Migratory Bird Day (WMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

**WHEREAS**, through Bird City, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

**WHEREAS**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, and

**WHEREAS**, sound policies and practices enhancing natural ecosystems and reducing threats to birds also make healthier communities for people, and

**WHEREAS**, Bird City is an initiative to build relationships within local communities and guide action to protect and conserve birds, and

**WHEREAS**, Meridian Township finds that it is in the best interest of the community and its residents to show its support for the Bird City initiative;

**NOW, THEREFORE, BE IT RESOLVED BY THE ENVIRONMENTAL COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO ADOPT A RESOLUTION IN SUPPORT OF THE BIRD CITY INITIATIVE.**

**ADOPTED:**

**YEAS:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

Resolution declared adopted.

**STATE OF MICHIGAN )**

**)ss.**

**COUNTY OF INGHAM )**

I, the undersigned, the duly qualified and acting Chair of the Environmental Commission of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Environmental Commission at a regular meeting held on Wednesday, December 3<sup>rd</sup>, 2025.

\_\_\_\_\_  
Bill McConnell, Chair  
Environmental Commission  
Charter Township of Meridian

## **Brownfield Redevelopment Authority**

The Brownfield Redevelopment Authority (BRA) reviews proposals for redeveloping eligible properties and determines necessary financial incentives to support these projects. The BRA prepares or reviews plans for eligible brownfield project cleanups, then recommends to the Township Board that a public hearing be held and action taken on the plan. The Township Board has final approval authority for any Brownfield Plan. As new projects are submitted or revisions are requested, the BRA recommends updates to existing plans.

The BRA is composed of seven members, each serving three-year terms: the Township Manager; one representative each from the Planning Commission, Economic Development Corporation, and Environmental Commission; and three members with expertise in engineering, finance, or law.

The BRA meets as needed when new projects are submitted to the Township for review.  
Generally 9AM on the 2nd Thursday of the month

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### **Brownfield Redevelopment Authority Members & Term Expiration:**

- Brandon Brooks (Planning Comm.) - 12/31/27
- Jeff Theuer (Chair) - 12/31/25
- Vacant (Environmental Comm.) - 12/31/26
- Vacant - 12/31/27
- David Ledebuhr (Meridian EDC) - 12/31/26
- James Houthoofd (Vice Chair-Finance) - 12/31/27
- Tim Dempsey (Township Manager) - 12/31/25

BYLAWS OF THE MERIDIAN TOWNSHIP BROWNFIELD REDEVELOPMENT  
AUTHORITY

**ARTICLE I: Name and Address**

**Name.** The name of the Authority is the Meridian Township Brownfield Redevelopment Authority (hereinafter referred to as the "Authority"). The address of the Authority is 5151 Marsh Road, Okemos, Michigan, 48864.

**ARTICLE II: Directors**

Section 1. **General Powers.** The business and affairs of the Authority shall be managed by its Board, except as otherwise provided by statute or by these Bylaws.

Section 2. **Board of Directors.** The Board of Directors (hereinafter referred to as the "Board") of the Authority shall consist of seven (7) total members, as follows: the Township Manager, a member of each of the Planning Commission, Economic Development Corporation, and Environmental Commission, and three members having an interest or expertise in the fields of engineering, finance, or law.

Section 3. **Terms, Replacement, and Vacancies.** Of the initial members appointed, an equal number, or as near as practicable, shall be appointed for one year, two years, and three years. Thereafter, each member shall serve for a term of three years. Subsequent Directors shall be appointed in the same manner as original appointments at the expiration of each Director's term of office. A Director whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the Township Board. A Director may be reappointed with the advice and consent of the Township Board to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed with the advice and consent of the Township Board within thirty (30) days to hold office for the remainder of the term of office so vacated.

Section 4. **Removal.** A Director may be removed from office for inefficiency, neglect of duty, or misconduct or malfeasance, by a majority vote of the Township Board or the Board.

Section 5. **Conflict of Interest.** A Director who has a direct interest in any matter before the Authority shall disclose his/her interest prior to any discussion of that matter by the Authority, which disclosure shall become a part of the record of the Authority's official proceedings. The interested Director shall further refrain from participation in the Authority's action relating to the matter.

Section 6. **Meetings.** Meetings of the Board may be called by or at the request of the Chairperson of the Board or any two Directors. The meetings of the Board shall be public, and the appropriate notice of such meetings shall be provided to the public. The Board shall hold an annual meeting in the first calendar quarter of each year at which time officers of the Board shall be elected as provided in Article III, Section 2.

- Section 7. **Notice.** Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976).
- Section 8. **Quorum.** A majority of the Directors then in office constitutes a quorum for the transaction of business at any meeting of the Board, provided, that a majority of the Board present may adjourn the meeting from time to time without further notice. The vote of four Directors present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by statute or by these Bylaws.
- Section 9. **Committees.** The Board may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the Directors of the Authority. The chairperson of the Board shall appoint the members and select the chairperson of committees. Committees may be evaluated, reappointed, or dissolved at any time. A majority of the committee will constitute a quorum. A majority of the members present at the meeting at which a quorum is present shall be the action of the committee.

### **ARTICLE III: Officers**

- Section 1. **Officers.** The officers of the Authority shall be elected by the Board and shall consist of a Chairperson and Vice Chairperson. The Board may designate and elect other officers of the Board as they consider necessary. The Board may also appoint a Recording Secretary who need not be a member of the Board.
- Section 2. **Nomination, Election, and Term of Office.** The officers of the Authority shall be elected by the Board at an annual meeting held during the first calendar quarter of each year. Candidates shall be nominated by a nominating committee composed of three members appointed by the Chairperson. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed. No person shall hold the same office for more than three successive terms.
- Section 3. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired portion of the terms of such office.
- Section 4. **Chairperson and Vice Chairperson.** The Chairperson shall be the chief executive officer of the Authority, but he or she may from time to time delegate all or any part of his/her duties to the Vice Chairperson. He or she, or in his/her absence, the Vice Chairperson, shall preside at all meetings of the Board, he or she shall have general and active management of the business of the Authority and shall perform all the duties of the office as provided by law or these Bylaws. He or she shall be ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management of the Authority.

Section 5. **Delegation of Duties of Offices.** In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any Director, provided a majority of the Board then in office concurs therein.

#### **ARTICLE IV: Contracts, Loans, Checks, and Deposits**

Section 1. **Contracts.** The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2. **Loans/Grants.** No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board and approved by the Township Board. Such authority may be general or confined to specific instances. Meridian Township shall not be liable on bonds or notes issued by the Authority and the bonds and notes shall not be a debt of the Township unless specifically provided otherwise by a majority vote of the Township Board.

Section 3. **Checks, Drafts, etc.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the authority and in such manner as shall from time to time be determined by resolution of the Board.

Section 4. **Deposits.** All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies, or other depositories as the Board may select.

#### **ARTICLE V: Fiscal Year**

The fiscal year of the Authority shall correspond at all times to the fiscal year of the Charter Township of Meridian.

#### **ARTICLE VI: Amendments**

These Bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose provided the amendment has been submitted in writing at a previous meeting. All amendments shall be approved by the Township Board.