City of Aberdeen

Weekly Activity Report

July 5 - 11, 2026

I. City Hall
- A. Department of Finance
- B. Department of Planning and Community Development (DPCD)
- C. Department of Public Works (DPW)
    1) City Engineering & Administration
    2) Maintenance Division
    3) Water/Wastewater Plant Operations
- D. Human Resources Department

II. Aberdeen Police Department (APD)
- A. APD Calls for Service
- B. Weekly Traffic Report
- C. IT
- D. Administration

I. City Hall

A. Department of Finance

Weekly Update

Receipts for the week were:

1.	General Fund	$ 465,384
2.	Capital Projects Fund	0
3.	Water & Sewer Funds	33,653
4.	Stadium Fund	0
	Total	$ 499,037

Disbursements for the week were:

1.	General Fund	$ 197,566
2.	Capital Projects Fund	240,038
3.	Water & Sewer Funds	594,160
4.	Stadium Fund	0
	Total	$ 1,031,764

Significant Receipts:

1. Police Aid from County $421,340

Significant Disbursements:

1.	Trash Truck	$229,855
2.	Water Tank Construction	$241,256

B. Department of Planning and Community Development (DPCD)

The following activities and actions took place this week:

1. The city received notification from the U.S. EPA Region 3 Director that we were approved for the waiver to the cost share requirement to provide non-federal funds in the amount of $500,000 for Fiscal Year 2026 as required for the $2.0 million congressionally directed funding grant for the Swan Meadows infrastructure project.
2. Updates from our federal lobbyist, Katie Hazlett; Congress has not moved any legislation, and both chambers are scheduling legislative activity for next week to include appropriations.
3. The city received notice that we were awarded a $26,000 FY27 grant for the Main Street Improvement Program.
4. The city received notice that they were awarded a $6,000 Tourism grant from Harford County Government.
5. Attended meetings with Eric Daxon, DPW Director with contract purchasers/developers who are interested in annexing land in Planning Areas 7, 8, 9, and 12.
6. Reviewed the resubmission items for CubeSmart, 727 Old Philadelphia Road for the Architectural Review Committee meeting,
7. Attended the Planning Commission meeting to review the proposed draft Ordinance to amend the Development Code for accessory dwelling units. All proposed revisions were made, and the draft was sent to the City Attorney for review.
8. Prepared a draft Ordinance amending Chapter 302 Growth Management to exempt accessory dwelling units from adequate public facilities requirements.

Weekly Building Permit Activities:

Permits Processed – Residential

Address	Type	Value of Construction
212 St. Justin Drive	Deck	$10,000.00
713 Sagebrush Loop	Shed	$0
945 Edmund Street	Shed	$12,347.00
757 Sagebrush Loop	Patio	$4,000.00
642 Walker Street	Fence	$5,606.00
114 N Philadelphia Blvd.	Demolition	$0
626 S Rogers Street	Solar Panels	$15,416.00
916 Oxford Avenue	Alteration	$8,183.00
178 W Deen Avenue	Shed	$4,800.00
805 Leni Way	New Construction	$264,000.00
614 Law Street	Dumpster	$0
Total: 11		$324,352.00

Permits Processed – Commercial

Address	Type	Value of Construction
949 Beards Hill Road	Renovation	$1,000,000.00
500 Market Street	Antenna Installation	$30,000.00
34 N Parke Street	Tenant Occupancy	$0
Total: 3		$1,030,000.00

Permits Issued this Week:

Address	Type	Value of Construction
520 Beards Hill Road	Deck Amendment	$15,000.00
713 Sagebrush Loop	Shed	$0
114 N Philadelphia Blvd.	Demolition	$0
642 Walker Street	Fence	$5,606.00
757 Sagebrush Loop	Patio	$4,000.00
703 Sagebrush Loop	Deck Amendment	$27,000.00
945 Edmund Street	Shed	$12,347.00
5 Roosevelt Avenue	Interior Renovation	$137,642.00
235 Woodland Green Way	Deck	$15,724.00
830 Forgans Drive	New Construction	$264,000.00
178 W Deen Ave	Shed	$4,800.00
614 Law Street	Dumpster	$0
Total: 12		$ 486,119.00

Amended Permits:

520 Beards Hill Road – Amend Deck; 843 Declan Road – Amend New construction; 857 Declan Road – Amend New Construction

Plans still under review at DILP and/or Health Department:

1255 Loflin Road – Cell tower modifications; 303 Mt. Royal Avenue – Deck; 404 S. Philadelphia Blvd. – repair fire damage; 487 Roberts Way – Convert garage into living space; 218 W. Bel Air Avenue - addition/renovation; 1102 S. Philadelphia Blvd. – Tiltwall Shell Warehouse; 629 S. Philadelphia Blvd. – ALLROADS Addition; 11 Locust Lane – Interior Alteration;12 Newton Road – New Building; 1104 S. Philadelphia Blvd. – Alteration; 783 W. Bel Air Avenue – Alteration; 48 Aberdeen Avenue – Screen Room Addition; 630 3rd Street – Carport, 36 Lewis Drive– Front porch; 110 S. Philadelphia Blvd. – Renovation; 422 S. Parke Street – Solar Panels; 800 Hickory Drive – Alteration; 638 Falcon Lane – Solar Panels; 210 Research Blvd. – Demolition; 500 Market Street – Cell Tower Antenna; 949 Beards Hill Road – Alteration; 626 S Rogers

Street – Solar Panels; 212 St. Justin Drive.– Deck

The Preserve at Gilbert Meadows:

176 Total Lots

Total # of Permits Applied for – 168.

Total # of permits released: 168 (83 SFD/85 TH)

Total # of Type I Certificates of Occupancy released - 17.

Total # of Type II Certificates of Occupancy released - 144.

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 266.

Total # of permits released: 252 (84 SFD/168 TH)

Total # of Type I Certificates of Occupancy released – 13.

Total # of Type II Certificates of Occupancy released – 223.

C. Department of Public Works (DPW)

1. City Engineering & Administration

DPW Program Manager

- 22-05 I-95 Water Tower – BGE Electric service is active. Electricians finishing vertical work. SCADA configuration, tower disinfection, filling, and testing scheduled for 7-20-26.
- 22-18 Swan Meadows Utilities – Revised bid specs received from KCI and forwarded to EPA for review and approval to re-advertise. EPA has waived $500k of cost-sharing from the City.
- 23-07 WTP PFAS Upgrade – 60% design comments provided by WWTP to GHD for further review.
- 24-02 Lead Service Line Inventory Compliance – Maintenance staff is test pitting locations on GHD field validation list. 67 out of 177 completed. MDE provided response on City validation approach.
- 26-02 Aberdeen Hills Waterline – Project scope is complete. Awaiting final abandonment of remaining 6" line and final billing for closeout.
- 26-03 Sewer Rehabilitation – Lining scope for FY26 complete. Meeting requested with Insituform to discuss scope of second contract year.
- 26-04 South Drive Sewer Interceptor – DXI submittal process ongoing. Test pitting and field verifications to begin July 13th.
- 26-05 WWTP Primary Clarifier #2 – Contractor and manufacturer met on site 7-6-26 to begin survey of existing clarifiers and specification of replacement equipment.
- 27-02 Aberdeen Hills Waterline Phase 2 – Unit Price Contract with two option years for remaining areas of Aberdeen Hills is out to bid. Pre-Bid held 7-9-26. Opens 7-30-26.
- Additional Water Source Exploration – Received proposal from GTA on groundwater exploration. Memo issued to City leadership for approval of budget amendment to proceed with GTA proposal.
- Aberdeen WebGIS User Interface – Renamed to "EagleEye." Several coding issues exist after recent system update. Corrections are ongoing. Water and Sewer Right of Way Cutting areas added to layers. Additional reporting configured.

Code Compliance

Gilbert Meadows

- ESC inspection. In compliance. Home and townhome building continue in phase E. Sediment controls weekly inspections. Builder pre-start inspections for lot 0. Water vault inspections for lot 0. Use and Occupancy inspections for lot 0**.**

Aberdeen Overlook

- ESC inspection. In compliance. Home and townhome construction continues in phases 2, 5, and 7. The community center construction is completed. Pre-start inspection for lot 0. U&O Inspection for lot 20. WM inspections for lots 283-287. Sediment controls weekly inspections. Builder pre-start inspections. Water vault inspections. Use and Occupancy inspections**.**

Fields of Aberdeen

- ESC inspection. In compliance. Final stabilization efforts are being completed throughout the site. Sediment controls weekly inspections.

Wash X

- ESC inspection. In compliance. Building construction continues.

MISC

- 500 Market Street – In compliance. The site is inactive.
- Concrete form board inspection completed at 717 Paul Dr.
- Pre-start inspection for a driveway at 89 Norman Ave.

FY2026 Curb, Sidewalk, and Street resurfacing 24-01:

- FY26 HUF – Resuming resurfacing projects on Dorsey St, Greene Ave, and Norman Ave. Goettner to return late July to complete FY26 work.

FY2027 Curb, Sidewalk, and Street resurfacing 27-01:

- FY27 HUF – Preparing list of roads, sidewalk connectivity, and concrete work. After Goettner completes remaining FY26 work, they will begin FY27 proposed work.

City Compliance

- 9 facilities from FY24 failing due to HOA accountability (Windemere) pending legal action.
- 1 facility failing from FY25 (Windy Hill Business Park) pending contractor correction. Work continues.

Code Enforcement

- Calls – 13 – Emails - 22
- Courtesy Fliers posted -0.
- Active cases – 46: Followed up on 4 active cases.
- Closed Cases – 3
- Letters sent this week – 3.
- Active high grass cases – 13
- Closed high grass cases – 4.
- Active Sewer Cap Cases – 28 Letters sent – 0 Followed up on – 0 Closed Cases – 0
- Active Smoke Testing cases – 4 Cases closed: - 0.
- Sink holes near sewer laterals – 6 Follow up - 0.
- Violations posted – 4
- Citations written – 0.

GIS

ArcGIS Online Status

- Monitored the official ArcGIS Online Health Dashboard; all core applications, division maps, and dashboards are fully operational with zero downtime.

Citizen Problem Reporter Enhancement

- Configured and deployed an **Auto-Populate Location** workflow for all newly submitted citizen requests.

- *Technical Note:* This feature cross-references incoming points with the municipal *Parcels* layer to automatically fill in the location field. (Note: Points submitted directly on parcel boundaries or outside mapped municipal boundaries will remain blank, mirroring the limitations of the previous reverse-geocoding method).

Infrastructure & Capital Projects Modernization

- **Infrastructure Projects Solution Deployed:** Successfully launched the new *Infrastructure Projects Solution* within ArcGIS Online. This digital solution centralizes tracking for all **22 active and completed municipal projects**, eliminating the need to manually parse the legacy Admin Project Log spreadsheet.
- **Dashboard Development:** Configured and paired two primary visual interfaces with the new solution to improve data accessibility for leadership:
  - **Infrastructure Projects Progress Dashboard:** Features a live spatial map, and project stage chart, and dynamic project rankings.
  - **Capital Project Tracker:** Provides a focused view of active projects, current phases, and target timelines.

Fleet Management & Asset Tracking Modernization

- **Survey123 Fleet Inspection Forms Deployed:** Designed and implemented a pair of digital **ArcGIS Survey123 forms** to transition fleet management workflows away from paper-based tracking:
  - **Morning Inspection Form:** Streamlines daily pre-trip safety checks for vehicle operators, capturing critical engines, brakes, and safety data before vehicles enter service.
  - **Maintenance Form:** Field-ready interface for reporting issues and logging routine servicing.
- **Workflow Impact:** These forms capture real-time fleet asset data directly in the field, laying the groundwork for automated maintenance triggers and seamless integration with existing tracking ecosystems (e.g., Beehive or ArcGIS Velocity).

DPW Administrative Assistant

Facebook/Instagram

- Posted on 7/2 re: Aberdeen's history with the Declaration of Independence
- Post on 7/5 re: Aberdeen's float in recent parade
- **C.T.T. Communication/Transparency/Technology** - one of the easiest ways to actively support these 3 initiatives in my role has been through managing posts on Facebook and Instagram. By utilizing this technology in a more streamlined, creative, and meaningful way, which interests our residents and visitors, we are seeing a huge increase in "traffic" on the City of Aberdeen Facebook and Instagram pages. *Data below was collected from June 10 through July 7.*
  - Views (number of times content was viewed) = ^92.5%
  - Follows = ^77.4% (55 new followers)
  - Visits = ^37.7% (3.4k visits)
  - Interactions = ^201.4% (number of likes, comments, shares)

Canva

- Revised Eric's "Growing a More Effective Public Works Team" presentation.

- Collecting photos to be used in the new department banners on the new city Website.

New Website

- Photo collecting and documenting.

Meetings – Attend, Scribe, Prep

- Monday AM Team Huddle
- Prepared K.I.M. exercise for DPW Monthly Leadership Meeting
- Prepared and distributed DPW Monthly Leadership Meeting Agenda
- Met w/ Eric to discuss tasks and MPIAs.
- Attended/Scribed at DPW Monthly Leadership Meeting

Utility Permits

- Permit 26-42 issued to Comcast for 715 Sagebrush Loop
- Permit 26-43 issued to BGE for 316 N. Phila Blvd

Click-2-Fix

- Assigned over 80 tickets.

MPIAs (Maryland Public Info. Act)

- Sent reminder of MPIA request for Playfair Terrace to Rolla.

Finance

- Processed 13 invoices for payment totaling $28,333.97.
- Submitted five (5) requisitions totaling $99,085.66.

Misc.

- Ordered 3 new office chair mats.
- Compiled/submitted DPW WAR report for w.e. 07.04.26.
- Updated email auto signature
- Assisted Kim Watters at Town of Charlestown re: who we use for our water tank inspections. Send her our POC details.
- Collecting mileage data for our Fleet to assist Enterprise Fleet Svcs with developing a fleet management program that will meet our needs.
- Assisting Rich Taylor at BGE with obtaining our latest bill for 880 Long Drive to apply for LED lighting creds.
- Rewrote all objectives on Eric's whiteboards in his office.
- Printed off existing HVAC Maint. Contract from Constellation for Eric's review (for City Hall units).

Collected META data from Facebook/IG for Monthly DPW Leadership Meeting Agenda

2. Maintenance Division

Buildings and Grounds

- Responded to 16 service requests.
- Provided chipper service for 52 residents.

Streets and Stormwater

- Clean up from Storm is ongoing.
- Performed maintenance to 2 storm water ponds.
- Checked 600 storm water inlets and cleaned 108 removing approximately 2,740 LBS.
- Replaced 10 LF of curbing using 1.25 CY at 300 Mt. Royal Ave.
- Replaced 5 LF of curbing at 314 Edmund St. using .25 CY of concrete.
- Repaired 5 potholes.

Water and Sewer

- Performed 2 lead service line inspections.
- Replaced 2 water meter setters at 767 and 769 Custis St.
- Installed 6 residential water meters.
- Flushed 19 fire hydrants completing region 6.
- Cleaned 1,698 LF of sewer main.
- Uncovered a buried sewer manhole and replaced the frame and lid on Reedbird Ln.
- Replace broken sewer manhole frame and lid and installed bollards in the Crouse Construction parking lot.
- Performed investigative survey of the sewer main on Bonnett St.

Fleet

- Scheduled Repairs: 6
- Emergency: 7
- Services: 2 APD: 1
- Unit 16 – DPW 1-ton pickup – out of service – needs motor.
- Unit 73 – Compost Loader – Welds failed on front bucket connection – sent to fabrication shop.
- Unit 101 – Trash Truck – Out of Service with PTO issue.

Department Staffing

- 4 openings in Maintenance.

3. Water/Wastewater Plant Operations

Wastewater Treatment Plant

- COA WWTP treated 13.5 million gallons. July. 1st to July. 7th.
- APG WWTP treated 2.9 million gallons. July 1st to July. 7th.
- Rerouted primary building sump pump discharge for PC#2 project.
- Replaced bad bearing on compost blower #9.
- Met with DSI to ger quote for main pump bar screen #1 influent valve repairs.
- Plants recovering from weekend weather events. Multiple sewage stations on generator power from 7-4-26 to 7-7-26.
- Cleared fallen tree from WWTP effluent fence.
- SCADA alarm dialer not working. DFS tech determined it was a phone line issue. IT department installed new phone line to correct the issue.

Water Treatment Plant

- COA WTP treated 5.0 million gallons. July. 1st to July. 7th.
- APG WTP treated 6.5 million gallons. July. 1st to July. 7th.
- 10 routine bacteriological samples.
- Setup temporary generator at Swan meadows water tower due to extended power outage.
- Cleared two fallen trees in well field to get access to well 6.

Department Staffing

- Six operator vacancies. One facility worker vacancy.
- 3 After hour service calls.

Superintendents

- 20 APG contract hours.
- Meeting to discuss new zone 3 water tower startup.
- Submitted COA & APG WTP June monthly operating reports.
- Submitted COA & APG WTP 2nd quarter disinfection residual monitoring reports.
- Submitted COA & APG WTP 2nd quarter disinfection by-product reports.
- Submitted COA & APG WTP 2nd quarter PFAS monitoring reports.
- Submitted COA & APG WTP 2nd quarter volatile organic compound monitoring reports.
- Submitted COA & APG WTP June bacteriological sampling reports.

Submitted COA semi-annual perchlorate monitoring report.

D. Human Resources Department

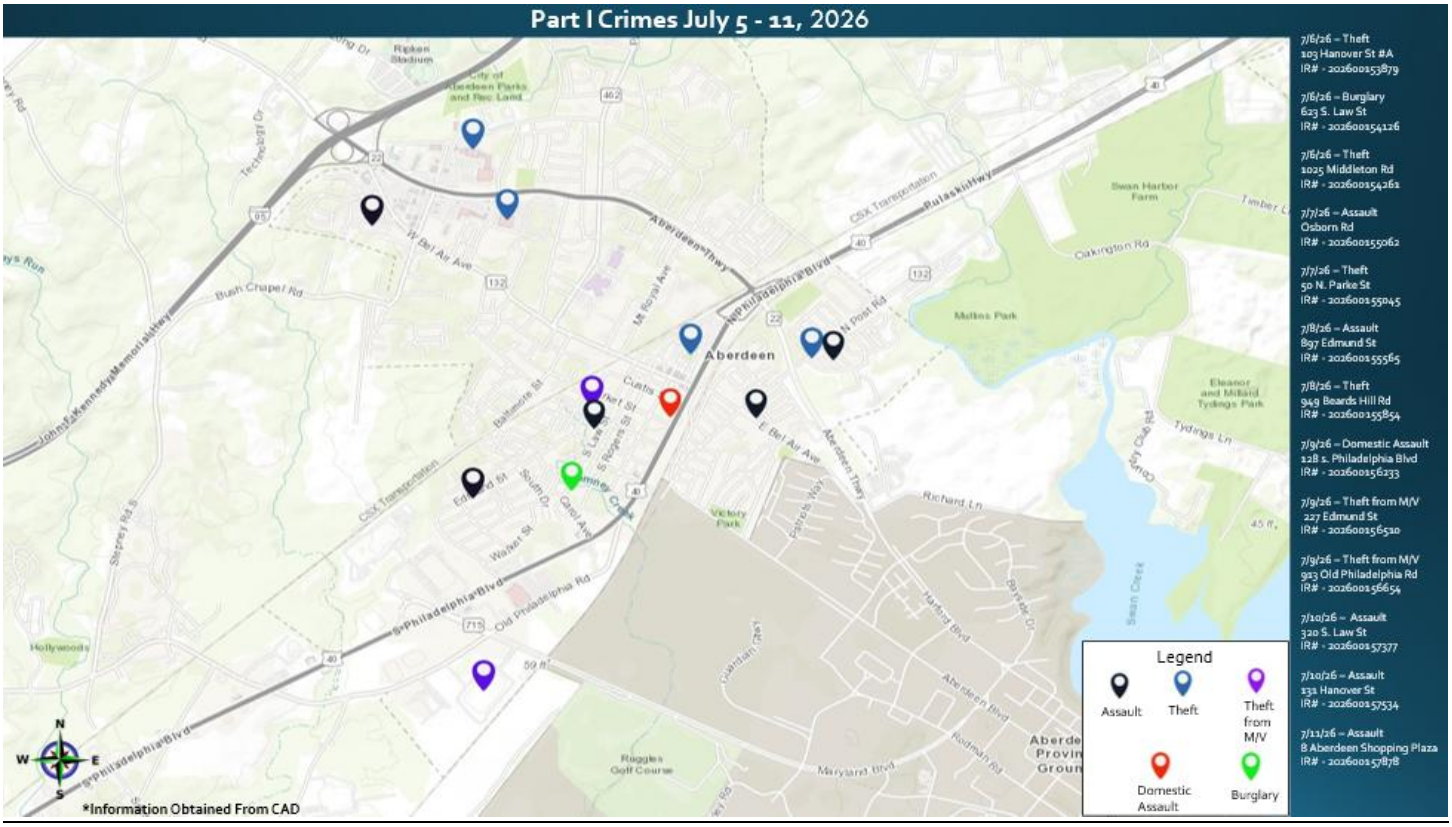
Current Posted Openings – 16 total

- APG Maintenance Shop – 1 -Foreman, 1 Maintenance Worker
- DPW Maintenance Shop – 3 - Maintenance Workers
- W/WW – 5 Operators, 1 Facility Worker
- APD Sworn – 4 Officers
- APD Non – Sworn – 1 Crossing Guard – On Call

-Planner position has been filled effective 7/6/2026
-New Maintenance Worker starting 7/13/2026
-Preparing for FY27 Personnel Updates
-Providing data and reports for closed FY26 requests

II. Aberdeen Police Department (APD)

A. APD Calls for Service



APD Calls for Service
July 5 - 11, 2026
Total Call for Service/Events Works - 601
Patrol Checks – 123
Community Policing Detail – 1
Foot Patrols – 63

Eastern District Incidents

- Assault – 2
- Theft - 1

Central District Incidents

- Burglary – 1
- Trespassing – 1
- Theft – 3
- Assault – 3
- Fugitive - 1

Western District Incidents

- Protective Order Violation – 1
- Theft – 2
- Disorderly – 1
- Missing Person – 2
- Assault – 1
- Trespassing - 2

Arrest June 28 – July 4, 2026

Adult Arrest

202600146451	6/28/26	DUI
202600147431	6/29/26	Criminal Citation
202600148826	6/30/26	Weapons & CDS Violation
202600149600	7/1/26	Warrant
202600149637	7/1/26	DUI
202600150218	7/2/26	Assault
202600150670	7/3/26	Disorderly & Trespassing
202600151191	7/3/26	Theft
202600151308	7/3/26	DUI
202600151525	7/4/26	DUI
202600151604	7/4/26	DUI
202600151685	7/4/26	CDS
202600151780	7/4/26	Theft
202600152700	7/4/26	DUI

B. Weekly Traffic Report

July 5 - 11, 2026

Traffic Stops

117 Stops/Contacts

57 State Citations

144 Warnings

10 Safety Equipment Repair Orders

0 DUI

Crashes (Reportable, PI/PD)

8 (4 Property Damage, 4 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

- Aberdeen Thruway E / Mount Royal Ave

STATTRAK

- N/A

C. IT

- 41 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Weekly PMI backup checks
- Rear door access troubleshoots with DPW.
- Cyber policy APD review and update
- Attend Barracuda deployment kickoff meeting.
- Machine build and configure.
- Meters8 test

D. Administration

Administrative Corporal

Fleet

Notified all officers/command staff that there are not coupons available for Emission's Testing on our patrol vehicles. No one will be required to pay out of pocket and submit for reimbursements.

Unit 226 – Picked up by Al Packer for a quote on the air conditioning unit repair.

Unit 229 – Rear deck lights are gradually going out. Global was contacted to provide an estimate.

Grants

MCIN Grant final report, along with a narrative about mentionable items, was prepared and submitted to Chief and MCIN Coordinator. The final invoice was also submitted. All funding was expended.

Gun Violence Reduction Grant – Received an award for $12,500 and it would not fund the training we requested. They allowed us to do a budget medication. We requested 1 SWAT Shield and 12 other shields to ensure supervisors and schools have them on hand. I prepared the narrative and budget and resubmitted it via the portal. An email was also sent to this effect notify the funder.

Community Policing / Relations

Mailed recycled APD patches to requestors.

Provided Slurpee coupons to squads and bike patrol for community policing this month!

Training

Created a roll call training in reference to driving unmarked patrol units. This is in response to the recent crash. This will be conducted by all squads and documented no later than July 17th.

Personnel

Conducted CVSA exam on Lateral applicants.

Participated in Oral Boards on Lateral Applicant.

Miscellaneous

Approved, entered, scanned all vehicle invoices.

Oversaw PIO postings.

Working on final Community Report to be submitted to GOCCP.

Coordinated pickup and delivery of multiple vehicles that are out for service.