



City of Aberdeen
Weekly Activity Report
July 19 - 25, 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. Accreditations

E. Administration

I. City Hall
A. Department of Finance
Weekly Update

Receipts for the week were:

1. General Fund	\$ 852,252
2. Capital Projects Fund	0
3. Water & Sewer Funds	133,428
4. Stadium Fund	0
Total	<u>\$ 985,680</u>

Disbursements for the week were:

1. N/A

Significant Receipts:

1. Property Taxes \$734,000

Significant Disbursements:

1. N/A

B. Department of Planning and Community Development (DPCD)

The following activities and actions took place this week:

1. The City Planner continued digitizing the City's project files according to the approved record retention schedule.
2. The planner trained in the County's "Energov" software so that he can process permits when needed.

Building Permits:

Permits Processed – Residential

Address	Type	Value of Construction
957 Swilken Bridge Road	Solar Panels	\$14,535.00
810 Shirley Drive	Driveway	\$0
3634 Dexter Court	Fence	\$5,600.00
841 Declan Road	New Construction	\$215,000.00
839 Declan Road	New Construction	\$184,00.00
837 Declan Road	New Construction	\$184,000.00
835 Declan Road	New Construction	\$215,000.00
828 Forgans Drive	New Construction	\$243,000.00
7 Aberdeen Avenue	Fence	\$5,711.00
229 Farm Road	Solar Panels	\$14,137.00
89 Norman Avenue	Fence	\$1,000.00
Total: 11		\$897,983.00

Permits Processed – Commercial

Address	Type	Value of Construction
3738 Churchville Road	Tenant Fit-Out	\$200,000.00
Total: 1		\$200,000.00

Permits Issued this Week:

Address	Type	Value of Construction
3634 Dexter Court	Fence	\$5,600.00
212 St. Justin Drive	Deck	\$10,000.00
638 Falcon Lane	Solar Panels	\$12,825.00
7 Aberdeen Avenue	Fence	\$5,711.00
Total: 4		\$ 34,136.00

New Commercial Issued Certificates of Use and Occupancy:

Tenant Occupancy – Virtuous Inc. (Administrative Office)

Amended Permits:

102 Kretlow Drive – Deck

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

1255 Loflin Rd – Cell tower modifications; 303 Mt Royal Ave – Deck; 404 S Philadelphia Blvd – repair fire damage; 487 Roberts Way – Convert garage into living space; 218 W Bel Air- 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; 949 Beards Hill Road – Alteration; 320 S. Law Street – Deck; 949 Beards Hill Road – Roof Alteration; 957 Swilken Bridge Road – Solar Panels; 229 Farm Road – Solar Energy Storage System; 3738 Churchville Road – Tenant Fit-Out;

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 – 271.

Total # of permits released: 260 (84 SFD/176 TH)

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

Total # of Type II Certificates of Occupancy released – 230.

C. Department of Public Works (DPW)

1. City Engineering & Administration

Code Compliance

Gilbert Meadows

- ESC inspection. In compliance. Corrections needed. 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. Corrections needed. Home and townhome construction continues in phases 2, 4 & 5. The community center construction is completed. Pre-start inspection for lot 0. U&O Inspection for lot 57. WM inspections for lot 0. Sediment controls weekly inspections. Builder pre-start inspections. Water vault inspections. Use and Occupancy inspections.

Fields of Aberdeen

- ESC inspection. In compliance. Completed report. Lots 2-12, 14 - 28, 72 - 94, & 30-60 are complete. Lots 62-70 are under construction. Sediment controls weekly inspections.

Wash X

- ESC inspection. In compliance. Building construction continues. Surface paving started on site. Final stabilization has begun.

MISC

- 500 Market Street – In compliance. The site is inactive.

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 – 12 – Emails - 25
- Courtesy Fliers posted -0.
- Active cases – 50: Followed up on 8 active cases.
- Closed Cases – 5

- Letters sent this week – 9.
- Active high grass cases – 19
- Closed high grass cases – 3.
- Active Sewer Cap Cases – 28 Letters sent – 0 Followed up on – 0 Closed Cases – 0
- Active Smoke Testing cases – 3 Cases closed - 0.
- Sink holes near sewer laterals – 6 Follow up - 0.
- Violations posted – 11
- Citations written – 0.
- 114 Philadelphia Blvd - BG&E cut & capped the gas service lateral. The demo permit was issued 2026-07-07. In progress.
- 217 Carol Ave - Reinspected property on 2026-07-31. Not completed. Homeowner is getting another dumpster. In progress.
- 783 W. Bel Air Ave (Days Inn) – upper concrete walkway collapsed. Code Compliance met with owner and Architect David Stoker and informed them to get a Structural Engineer to inspect the building. Six (6) rooms, three upstairs and three on the ground floor have been cordoned off. Structural Engineer report received. In progress.
- 700 Maxa Rd - Code Compliance sent out a final notice letter for tying into city sewer, one certified, one regular. Waiting for 3 estimates or a signed contract. Property owner has till 2026-08-31 to send in a signed contract or 3 estimates. Deadline extended until 2026-08-31. In progress.
- 679 Everist Dr - police requested code compliance to come to property for hoarding/livability concerns. Inspected property and the residents have been working on cleaning out the house. A new dumpster has been delivered and cleanup is continuing. In progress.
- Battle Ave property - the unsafe structure committee is requiring code compliance to proceed with obtaining a structural engineer for the property. Mr. Velenovsky (Project Manager) for Skarda & Associates conducted an inspection of the property. Structural engineer report received on 2026-04-29. Structural engineer report was sent to the property owner on 2026-05-06. Structural Committee has asked for three (3) estimates for demolition. The Mayor asked for an updated report to confirm all steps were taken before approval to demo. The Director of Public works confirmed that all steps have been taken in following the city code 2026-07-15. In progress.

GIS

Fleet Inspection Automation

- Designed, configured, and published a 70-point multi-inspection ArcGIS Survey123 smart form tailored for field operators to standardize vehicle safety and maintenance checks.

Citizen Problem Reporter (Click-2-Fix) Enhancement

- Integrated the Police Department's vehicle reporting workflow into the Citizen Problem Reporter app, seamlessly redirecting users reporting abandoned vehicles on public roads to the appropriate Police form.

Water Meter Discrepancy in GIS vs Billing Accounts

- Created a detailed excel based solution to resolve water meter discrepancy issue.

DPW Administrative Assistant

Facebook/Instagram

- Posted Watchtower's Cruise Night event coming up on 7/29.
- Posted for Region 8 Hydrant Flushing
- Posted Blood Drive flyer.
- META Data Analysis (June 22 – July 19, 2026):
 - **Views = 75.2k** (The number of times your content was played or displayed. Content includes videos, posts, stories, and ads.)
 - **Follows = 63** (The number of times accounts followed you.)
 - **Visits = 3.4k** (The number of times your Page or profile was visited.)
 - **Interactions = 615** (The number of likes or reactions, saves, comments, shares and replies on your content, including ads. Content can include formats such as posts, stories, reels and more.)

Canva

- Designed Blood Drive flyers.
- Recreated all department page banners for new website.
- Recreated new home page banner for website.

New Website

- Posted all department page banners and new home page banner.
- Made grammatic corrections where appropriate.
- Reviewed all documents and forms under DPW page.
- Wrote "Welcome to Aberdeen" story for home page.

Click-2-Fix

- Fwd email to Maryann for 759 Everist Dr chipper request

Finance

- Processed 2 invoices for payment totaling \$72.48.
- Submitted 0 requisitions totaling \$0.

Bids

- Scanned/saved Clean Infusion LLC bid for Project 26-06 (WWTP FC Resurfacing).
- Scanned/saved Viking Painting bid for Project 26-06 (WWTP FC Resurfacing).
- Scanned/saved Mar-Allen Concrete bid for Project 26-06 (WWTP FC Resurfacing).

Misc.

- Uploaded 3 bids in Granicus for Project 26-06 to be presented at City Council Mtg. on 7/27.
- Rescheduled meeting with city attorney and sent 45 documents to be reviewed at meeting.
- Rescheduled meetings from Eric's calendar to Josh's.
- Ordered new name stamp for Josh.
- Compiled/submitted DPW WAR report for w.e. 07.17.26.

2. Maintenance Division

Buildings and Grounds

- Responded to 19 service requests.
- Provided chipper service for 167 residents.
- Removed hazard limbs that were overhanging Old Robinhood Rd.
- Removed trees blocking the roadway at Henrietta Alley, Bowling Alley, Bowman Alley, near 218 Ferndale, and 100-200 block of Roger St.
- Cleanup of the tree damage from the storm is ongoing.

Streets and Stormwater

- Repaired / replaced a 12' section of 36" storm drainpipe on Middleton Rd. behind 111 Alton St.
- Repaired storm drain box near Bears Hill and Shirley Dr. and replaced the broken concrete lid.
- Fabricated a concrete storm drain lid for a storm drain box near Swan St. and Victory St.
- Repaired storm drain box near 70 Swan St. and Victory St. and replaced the broken concrete lid.
- Replaced 1 temporary roadway patch with 5 tons of asphalt.
- Repaired 1 pothole.

Water and Sewer

- Responded to 2 requests for service.
- Replaced 1" water service to 19 W. Bel Air Ave.
- Repaired / replaced an 11' section of 8" water main on Rt.40 near the Rt.22 overpass.
- Flushed 30 fire hydrants in region 7 & 8.
- Cut vegetation to 15 off street sewer rights-of-ways to maintain access.
- Root cut sewer laterals at 133 Post Rd. and 424 Hillcrest Dr.

Fleet

- Scheduled Repairs: 8
- Emergency: 4
- Services: 1 APD: 1
- Unit 118 – Sent to Plaza for warranty work.
- 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 12.9 million gallons. July. 15th to July. 21st.
- APG WWTP treated 2.8 million gallons. July 15th to July. 21st.
- KCI onsite to trouble shoot fiber issue in HSS SCADA cabinet.
- Started to demo grit unit #2 for new unit installation.
- SPS generator checks.
- Cleaned Carsins run SPS strainers.

Water Treatment Plant

- COA WTP treated 5.2 million gallons. July. 15th to July. 21st.
- APG WTP treated 6.7 million gallons. July. 15th to July. 21st.
- 10 routine bacteriological samples.
- DFS on site to program SCADA RTU's for I95 West water tower and Long Drive controls.
- Collected disinfection by products samples from Rail Bird BPS.

Department Staffing

- Six operator vacancies.
- One after hours service call.

Superintendents

- 20 APG contract hours.
- Submitted COA, APG B-250 & Chaple Hill semi-annual withdrawal report to MDE.
- Submitted COA WWTP June discharge monitoring report to MDE.
- Submitted COA 2nd quarter sewage sludge analysis report to MDE.
- Submitted COA & APG B-250 annual nitrate report to MDE.

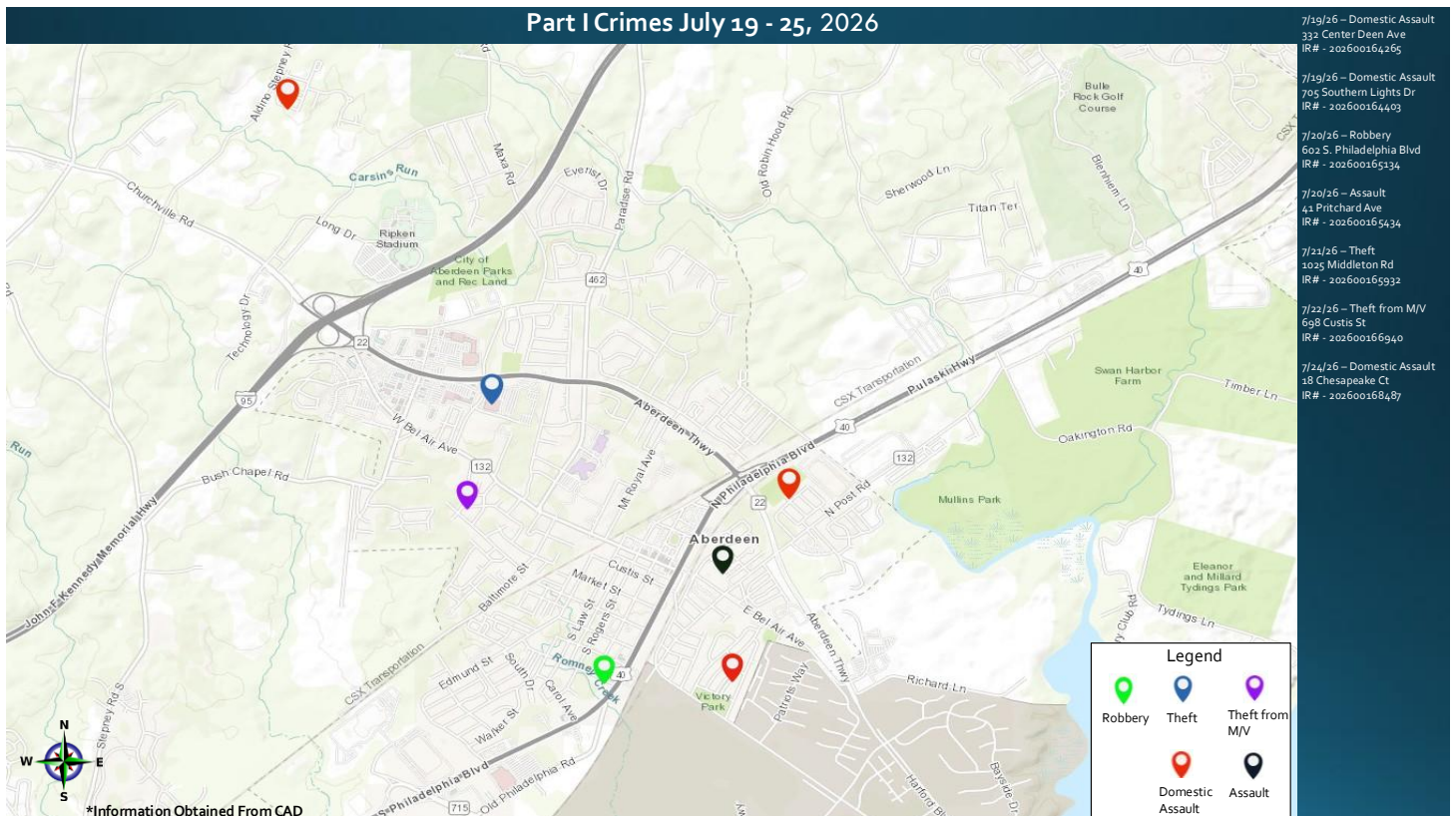
D. Human Resources Department

Current Posted Openings – 17 total

- APG Maintenance Shop – 1 -Foreman, 1 Maintenance Worker
- DPW Maintenance Shop – 3 - Maintenance Workers
- W/WW – 6 Operators
- APD Sworn – 4 Officers
- APD Non – Sworn – 1 Crossing Guard – On Call
- Finance – Property Tax Specialist

II. Aberdeen Police Department (APD)

A. APD Calls for Service



APD Calls for Service

July 19 - 25, 2026

Total Call for Service/Events Works - 570

Patrol Checks - 134

Community Policing Detail - 0

Foot Patrols - 105

Eastern District Incidents

- Assault - 3
- Disorderly - 1

Central District Incidents

- Robbery - 1
- Fugitive - 2

Western District Incidents

- Protective Order Violation - 1
- Assault - 1
- Narcotics - 1
- Theft - 2

Arrest July 12 - 18, 2026

Adult Arrest

202600147248	7/10/26	Protective Order Violation
202600158791	7/12/26	DUI
202600159765	7/13/26	Assault
202600159765	7/13/26	Disorderly
202600161252	7/15/26	Warrant
202600161552	7/15/26	Child Neglect
202600162110	7/16/26	Child Neglect
202600162182	7/16/26	Protective Order Violation
202600090557	7/16/26	Burglary
202600162710	7/17/26	DUI
202500277061	7/18/26	Warrant

Juvenile Arrest

202600159765	7/13/26	Disorderly
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B. Weekly Traffic Report

July 19 - 25, 2026

Traffic Stops

76 Stops/Contacts

38 State Citations

79 Warnings

5 Safety Equipment Repair Orders

1 DUI

Crashes (Reportable, PI/PD)

5 (3 Property Damage, 2 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

STATTRAK

- N/A

C. IT

- 39 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Weekly PMI backup checks
- HMAN meeting follow up.
- Create survey.
- Machine build x1
- Machine configure and deploy x2.
- Meters 8 testing
- Meters 8 deployment x2
- Machine clone
- Symantec license cleanup
- Patch policy update x2.
- Verkada cam RMA

D. Accreditations

Proofs of Compliance

Processed and filed 111 proofs in PowerDMS.

E. Administration

Administrative Corporal

Fleet

- Unit 210 was picked up by Ronnie and taken to Global for computers, etc.
- Unit 210 returned on 7/21/26
- Unit 229 – Lights checked by Global and functional.
- Unit 201 – reported that front and rear brakes and rotors need replaced and the rear shocks are leaking. A video was sent by Al Packer. They also provided a quote to replace the CAT Converters. Video shared with DPW.
- Sent tag unit numbers to Image360.
- Sent an email to everyone to check their registration sticker and notify me no later than 7/31/26 if it is expired.
- Unit 231 – declared totaled. At the direction of Mr. Hartsock, the tags were removed. They will be turned in and a receipt obtained. In addition, he instructed all keys to be left in DPW. This is pending Mr. Seibel removing the computer equipment.
- Sent an email Global update on vehicles.
- Unit 219 – Assigned to Off. Culshaw due to her unit being totaled.
- Unit 241- checked on 911 decal. All decals were replaced on this unit except for one side on 911. I have contacted Image360 to see if it was an oversight.
- Unit 204 – Damage on right side of bed. Notification was sent to Captain Reiber.
- Unit 201 – Needs Cats and form 98 submitted.
- Unit 251 – side by side – measurements taken by Rodney and sent to Image360 to get a quote on replacing the decals.

Grants

- MCIN – We will be receiving 20k for this year's funding.
- Documents uploaded on portal for GVRG. Estimates for equipment are forthcoming.

Community Policing / Relations

- Emailed Captain Reiber to discuss our participation in the drug take back program in October.
- Posted Highland Commons community events for patrol in officer room and roll call room.
- Requested A/Cpl. Haddix to bike patrol for September 5th. Pending approval by Sgt. Neidig.

Personnel

- Submitted training documents for myself to Instructor Certification.
- Directed Ofc. Potts on details to assist Ms. Donna
- Met with Ofc. Buettner and coordinated upcoming Taser Recert dates. Posted signage as a reminder in roll call room and officer's room.
- Emailed commanders to get clarification on the check-in process for ofc. Potts.
- Reviewed potential new recruits' CVSA exam and discussed findings with Det. Garrett.

Miscellaneous

- Approved, entered, scanned all vehicle invoices.

- Handled PIO postings.
- Transferred all contacts, etc. to newly issued cell phone device.
- Factory reset old cell phone for destruction.
- Mowery and Haddix cleaned the sally port out. DPW was notified via port to pick up trash and about a light out in the supply room downstairs.
- Cleaned the trash and debris left by DPW, including coolers and sodas.
- Monitored overtime details and sent emails out encouraging officers to claim them.
- Implemented new policy for CVSA exams. We will now be checking their state issued ID to ensure we are documenting that we are evaluating the correct person.
- Worked on CALEA files and collecting prints needs, scanning, saving. Worked with Erick Stone 2 days with 1 more day scheduled.

Community Safety Specialist Rodney Thomas #554

07/20 Monday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at W. Bel Air Ave for a foot patrol of the area.
- Arrived at the Aberdeen Marketplace Shopping center.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Auto doors locked, cleared, and secured the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Department until the end of my shift.

07/21 Tuesday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at W. Bel Air Ave for foot patrol.
- Arrived at WAWA for a foot patrol.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Department until the end of my shift.

07/22 Wednesday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at the Aberdeen Market Place shopping center for foot patrol.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Department until the end of my shift.

07/23 Thursday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at Beards Hill Shopping Centre for a foot patrol of the area.
- Arrived at DPW to retrieve items and the license plate from a Police vehicle which has been totaled. Also, attained measurements from the ATV.

- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas until the end of my shift.

07/24 Friday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at the Wastewater Treatment Plant to ensure the pool vehicles are in working order when needed.
- Arrived at the Train Station, which was secure and in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Cleared and secured the Train Station after the cleaning crew had departed.
- Patrolled the Train Station and parking areas.
- Arrived at the Police Department until the end of my shift.