



City of Aberdeen
Weekly Activity Report
August 30 – September 5, 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
- 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	\$ 954,542
2. Capital Projects Fund	0
3. Water & Sewer Funds	482,788
4. Stadium Fund	0
Total	<u>\$ 1,437,330</u>

Disbursements for the week were:

1. General Fund	\$ 573,815
2. Capital Projects Fund	0
3. Water & Sewer Funds	274,907
4. Stadium Fund	7,500
Total	<u>\$ 856,222</u>

Significant Receipts:

1. Property Taxes	\$602,000
2. Income Tax	\$346,122

Significant Disbursements:

1. Medical Insurance	\$261,861
2. Sewer Interceptor Project	\$179,694
3. Property Tax Refund	\$197,609

B. Department of Planning and Community Development (DPCD)

The following activities and actions took place this week:

1. Attended training for GovQuest, a software which the city will use to respond to public information requests.
2. Attended meeting with route 40 business board.
3. Met with Terrelle Booth concerning plans to redevelop parts of South Parke Street, Custis Street, and South Philadelphia Avenue.
4. Met with Havre De Grace staff to plan a collaborative event promoting main street areas in both municipalities.

Weekly Building Permit Activities:

Permits Processed – Residential

Address	Type	Value of Construction
521 Walker Street	Renovation	\$154,000.00
41 Swan Street	Fence	\$9,198.00
413 Grasmere Drive	Deck & Patio	\$55,000.00
601 Paradise Road	Solar Panels	\$43,050.00
32 Paradise Road	Solar Panels	\$25,127.00

Total:5

\$243,325.00

Permits Issued this Week:

Address	Type	Value of Construction
702 Cornerstone Lane	Deck	\$16,100.00
1001 Beards Hill Road	New Drive-Thru	\$275,000.00
41 Swan Street	Fence	\$9,198.00
910 Old Philadelphia Road	Demolition	\$115,434.00

Total: 4

\$415,732.00

New Commercial Issued Certificates of Use and Occupancy:

19 W Bel Air Avenue - Tenant Occupancy - Top Nach; 19 W Bel Air Avenue – Hood Vent

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

1102 S Philadelphia Blvd. – Tiltwall Shell Warehouse; 629 S Philadelphia Blvd. – ALLROADS Addition; 12 Newton Road – New Building; 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; 949 Beards Hill Road – Alteration; 949 Beards Hill Road – Roof Alteration; 957 Swilken Bridge Road – Solar Panels; 3738 Churchville Road – Tenant Fit-Out; 37 W. Bel Air – Tenant Fit-Out; 852 Forgans Drive – Solar Panels; 31 Pritchard Avenue – Solar Panels; 402 Chadsworth Court – Solar Panels; 31 Lincoln Avenue – Solar Panels; 25 Lincoln Avenue – Solar Panels; 24 Pritchard Avenue – Solar Panels; 35 Lincoln Avenue – Solar Panels; 315 Mt Royal Avenue – Addition; 209 Angus Drive – Solar Panels; 621 S. Philadelphia Road – Interior Alterations; 100 Rock Glenn Blvd. – Interior Alterations; 748 Everist Drive – Solar Panels; 811 Leni Way – Solar Panels; 979 Beards Hill Road – Roof Replacement; 521 Walker Street – Renovation; 413 Grasmere Drive – Deck & Patio; 601 Paradise Road – Solar Panels; 32 Paradise Road – Solar Panels;

The Preserve at Gilbert Meadows:

176 Total Lots

Total # of Permits Applied for – 176

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 – 290

Total # of permits released: 267 (91 SFD/176 TH)

Total # of Type I Certificates of Occupancy released – 13

Total # of Type II Certificates of Occupancy released – 233

C. Department of Public Works (DPW)

1. City Engineering & Administration

City Engineer

- Out of Office – 8/31 thru 9/4

Program Manager

- No report

Code Compliance

Gilbert Meadows

- ESC inspection. Corrections needed. Home and townhome building continue in phase E. Sediment controls weekly inspections. Builder pre-start 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, 4 & 5. The community center construction is completed. Pre-start inspection for lot 64 and 65. U&O Inspection for lots 59. 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. All lots are completed. Site activity has become dormant.

MISC

- Northgate Business Park – Beginning punch list inspections

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

- FY27 HUF – City contractor has begun FY27 work.
- Edmund St – Concrete replacement is complete. Surface paving is complete. Line striping is complete.
- Dorsey St – Concrete replacement continues. The contractor moved off site to a different job. Tentatively scheduled to return the week of 2026-09-08
- Several crosswalks and stop bars have been repainted throughout the city.

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.
- SWM Triennial Inspections for FY27 have begun.

Code Enforcement

Code Enforcement	Active	Letters Sent	Follow Up	Closed
Calls	12	-	-	-
Emails	34	-	-	-
Cases	41	8	10	4
Tall Grass Cases	15	0	0	8
Sewer Cap Cases	28	0	0	0
Sink Hole Cases	6	0	0	0
Violations Posted	6	0	0	0
Citations Written	0	0	0	0

- **114 Philadelphia Blvd** - BG&E cut & capped the gas service lateral. Minor vegetation removal has occurred. The demo permit was issued 2026-07-07. In progress.
- **217 Carol Ave** - Reinspect property on 2026-09-30. Homeowner is getting another dumpster. 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. Email sent to Mrs. Williams for a progress status on 2026-09-03. In progress.
- **215 Sunnyside Dr** – Sent out three letters one certified, one regular and one hand delivered. Letters were written for code 250-16 & 250-17. Code Compliance spoke with property owner and recommended a professional exterminator to treat rats and to contact the city when they have a signed contract. 2026-09-01 – Property owner provided us with signed contract from Terminex (1 Year).

GIS

1. Fleet management application

Key Actions:

- Retrieve vehicle purchase prices for 97 vehicles from Finance Department by providing a complete list with VINs and models.
- Coordinate with George to get purchase price for the remaining 49 vehicles.

2. Aberdeen BMP database for KCI:

Key Actions:

- Added Maryland Watersheds column fields for MD 8 Digit Watershed and 12 Digit watershed Code to the storm drain layer of ArcGIS Online.
- Added 8 Digit Watersheds data (the layer carries MDE8DIGIT / basin code and Name) and 12 Digit watershed code to the table.

3. Archive old layers of 2022 Water utility data

DPW Administrative Assistant

Facebook/Instagram

- Posted reminder for City Hall phone outage on 9/2.
- Posted Labor Day closure flyer.
- Posted about Aberdeen 250 activities on 9/5.

Canva

- Designed Waste Collection Info. brochure and gave to Josh for review.
- Designed Labor Day closure flyer.
- Designed new logo for Laserfiche Public Portal.

Finance

- Processed 8 invoices for payment totaling \$239,382.30
- Submitted 2 requisitions totaling \$37,026.95

Misc.

- Attended, scribed at 2nd meeting with Enterprise Fleet Mgmt.
- Training for new GovQuest system for MPIAs.
- Attended meeting re: DPW Records Retention Policy(s) and writing these to file with the MSA.
- Created folder structure on G drive and collected records retention policies for other municipalities centering around code enforcement.
- Follow up on water meter request for the upcoming Italian Festival.

2. Maintenance Division

Buildings and Grounds

- Responded to 22 requests for service.
- Provided chipper service to 21 locations.

Streets and Stormwater

- Removing brush from the Railbird Alley City property.
- Repaired storm water inlet box near 28 Defense St. and 609 Rowe Dr.
- Cleaned 5,820 LF of roadside trash.
- Replaced 3 temporary roadway patches with 6.3 tons of asphalt.
- Replaced 30 LF of sidewalk.

Water and Sewer

- Responded to 2 requests for service.
- Repaired water service at 20 Rock Glenn Rd.
- Repaired a 6" water main near 401 Chadsworth Ct.
- Performed trial shut down in Windemere that was unsuccessful.
- Repaired the sewer service to 627 Robbie Court.
- Installed sewer flow meters into 3 manholes for monitoring.
- Removed collapsed offsite access steel bridge near 502 N. Philadelphia Blvd.
- Cleaned 173 LF and CCTV investigated 173 LF of sewer main.

Fleet

- Scheduled Repairs: 7
- Emergency: 4
- Services: APD:11

Department Staffing

- 6 openings in Maintenance.

D. Human Resources Department

Weekly Notes 9/4/26

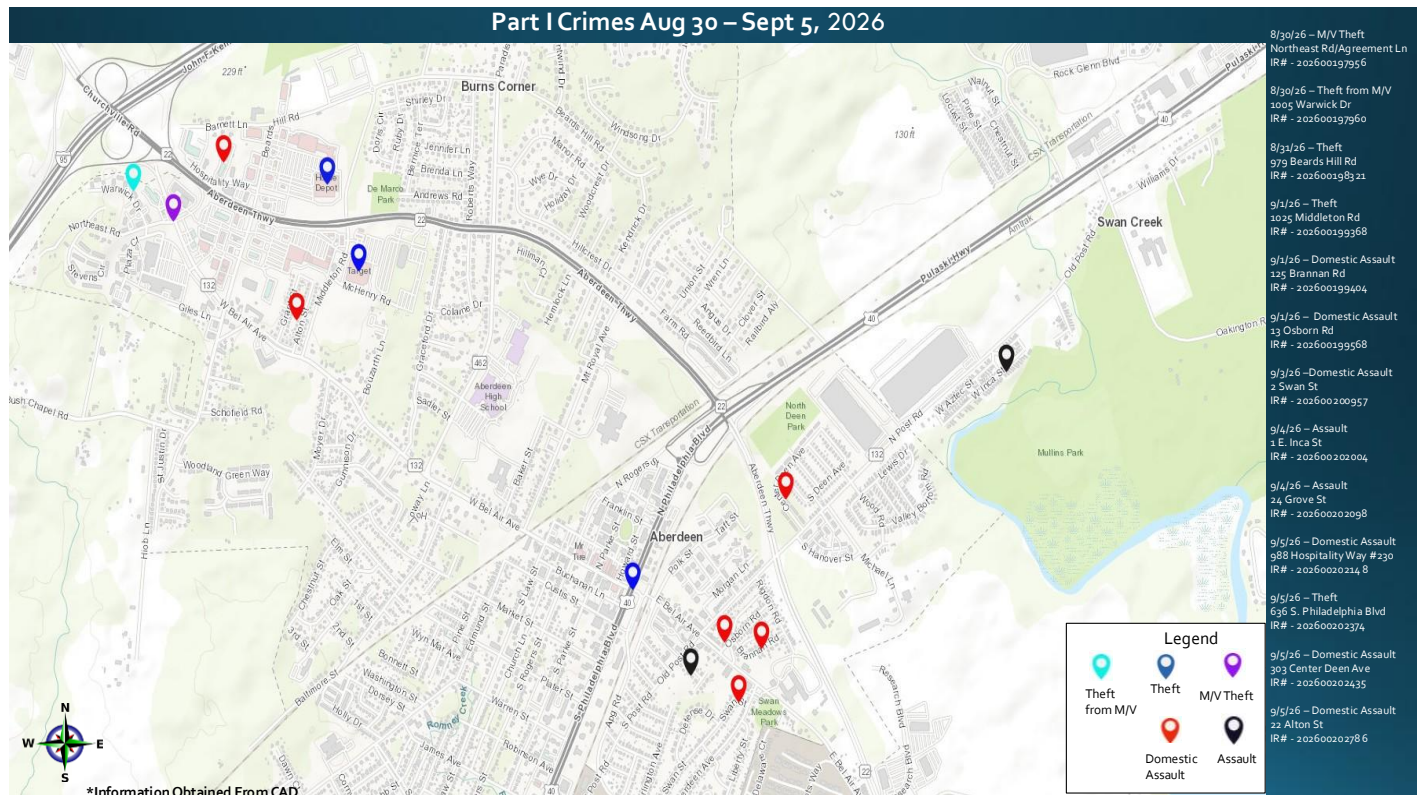
Current Posted Openings – 19 total

- APG Maintenance Shop – 1 -Foreman, 1 Maintenance Worker
- DPW Maintenance Shop – 6 - Maintenance Workers
- W/WW – 5 Operators, 1 Mechanic
- APD Non-Sworn – 1 Admin Tech, 1 On call Crossing Guard
- APD Sworn – 3 Officers
- Finance – 1 Utility Billing (Internal Opening closes 9/8/2026)

Posting listed for a contractual Project Engineer for upcoming Utility infrastructure project, closes 9/9/2026.

II. Aberdeen Police Department (APD)

A. APD Calls for Service



APD Calls for Service

Aug 30 – Sept 5, 2026

Total Call for Service/Events Works - 498

Patrol Checks – 107

Community Policing Detail – 0

Foot Patrols – 107

Eastern District Incidents

- Disorderly – 1
- Assault – 6
- Vandalism – 1

Central District Incidents

- Overdose – 1
- Theft - 1

Western District Incidents

- Assault – 2
- M/V Theft – 1
- Theft – 3
- Unattended Death – 1
- Vandalism - 1

Arrest August Aug 23 - 29, 2026

Adult Arrest

202600191925	8/23/26	Theft/Trespassing
202600192574	8/24/26	Disorderly
202600193817	8/25/26	Criminal Citation
202600195660	8/27/26	Warrant
202600195640	8/27/26	Vandalism
202600196652	8/28/26	Warrant
202600196947	8/29/26	Warrant
202600192862	8/29/26	Warrant

B. Weekly Traffic Report

Aug 30 – Sept 5, 2026

Traffic Stops

46 Stops/Contacts

15 State Citations

50 Warnings

4 Safety Equipment Repair Orders

0 DUI

Crashes (Reportable, PI/PD)

1 (1 Property Damage, 0 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

- Adamson Way / Swilken Bridge Road

STATTRAK

- N/A

C. IT

- 40 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Weekly PMI backup checks
- XDR deployment x3
- Software patching x6
- Symantec removal x3
- Nibrs update x2
- Video retrieval with CID
- LPR trailer tear down deployment
- Stat trak deployment with traffic unit
- Verkada switch deploy
- AT&T FirstNet meeting
- LEAD group update
- HMAN maintenance
- Axon equipment sort and inventory

D. Accreditations

Accreditation

Proofs of Compliance

All Hazard Plan – Studied and pulled numerous reports to illustrate incident management processes and procedures.
We had no single critical incident, but most ICS protocols were demonstrated in various incident reports. (46.1.2)
Completed Year 3. Began Year 4.

Position Management – Processed two new Crossing Guards

Mock Assessment – 9 CALEA Chapters, requested a Limited Mock Assessment #1

September 15-30, through CRLEAA (Chesapeake Region Law Enforcement Accreditation Alliance)

4 Sick Days (Tues-Fri)

E. Administration

Administrative Corporal

Fleet

Provided keys for Ofc. Zamora for a lockout.

Sorted and distributed license plates for all vehicles in patrol that are marked.

Emailed all of patrol the process for keeping the plates.

Unit 244 – Dropped at All Roads by Off. Wangu for repairs to door.

Emailed William Friend at Al Packer in reference to vehicle PO pending.

Full sized jack was placed in sally port, and an email corresponding was sent to all officers.

Unit 206 – Still at Al Packer waiting on determination for CATS.

Forwarded WASHX contract to Captain Reiber. It is still pending Chief Traber's signature.

Unit 227 – completed at DPW

Unit 239 – completed at DPW

Unit 241 – Visor Hanger replaced

Unit 210 – 4 new tires ordered

Notified all officers of the 9/11 memorial being held at WASHX. Free car washes for stopping by and representing us.

Unit 229 – completed at DPW, radar removed, and will go to Mr. Seibel for pc repairs

Took photos of vehicles that we need to move or sell and created documentation.

Sent out five (5) solicitation letters to local salvage yards to obtain a price on removal and purchase of all vehicles that are located at the WWTP (6 vehicles).

Grants

MCIN – Submitted the reports for months July and August.

GVRG – Prepared form 0098 and walked it through so that the equipment could be ordered. A total of 13 shields are being ordered via the \$12k grant.

SAPP Grant – completed the sexual assault notification form that is required to continue receiving funding. Spoke to Martin Hammond at GOCAP.

Community Policing / Relations

Worked Caribbean Festival. Assisted with on view arrest of Brian Coles for Warrant.

Prepared and distributed AAR for Caribbean Festival 2-days.

Forwarded the invitation to the 2026 Faith in Blue trunk or treat to Captain Reiber. I will be on leave, and he will determine if we designate someone else to attend.

Forwarded events at Churchville elementary school and Royce Williams elementary school to S/Ofc. McMeekin to attend.

Notified Renee's Rescue via email the names and ranks of all officers participating in the calendar.

Coordinated Mission BBQ 9/11 event and our participation. Called Nayla and told her we will be there with 2 vehicles.

Set up overtime for trunk or treat event October 9th at the college.

Set up overtime for Relay for Life event October 2nd at Ripken Stadium.

Personnel

Assisted with assignment of Crossing guard duties due to a surgery and a death.

NPA form for Ofc. Johnson returned to work on 8/31 and was submitted.

Advised command staff that we are waiting for approval from MPTCT for Off. Edwards.

Completed applications for Kinlaw and Johnson for MPCTC certification for FTO. Submitted same to MPCTC for full processing.

Followed up on Shoffstall's training in October.

Cancelled the 2 comparative compliance TBD seats for MPCTC laterals.
Scheduled training for LEAD for all roll calls September 18th and September 30th. This will cover all four squads.
Verified that you may not shadow or work at any capacity as an officer without the pink card from MPCTC.
Medina was processed with MPCTC.
PoliceOne trainings for in-service were sent out along with an email reminding officers to complete them.
Emailed reminder to supervisors to choose someone to attend the area command training.
BWC vest holder requested for Sgt. Alexander.
Johnson's NPA was processed with MPCTC.

Miscellaneous

Uploaded and transferred CALEA files. Worked on finding CALEA files. Completed Year 4.
Forwarded Lt. Reitz the message that Dan wants to donate a pair of shock gloves to APD.
PIO postings.
Signed PowerDMS
Skills Manager Updates
PBT training was put out to all officers.
Entered trainings into Skills Manager
Scanned documents for CALEA.
Reached out to CCSO and will be meeting with their training coordinator to go over Skills Manager items.
Updated vehicle inspection sheets for annual inspections to include the Maryland license plates.
Signed myself up for a training for Lexipol/Police One for October 6th at Noon.

Community Safety Specialist Rodney Thomas #554

08/31 Monday:

- Arrived at West Bel Air Ave and Mt. Royal for crossing guard detail.
- Arrived at the Aberdeen Marketplace 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 W. Bel Air Ave and Baltimore St until the end of my shift.

09/01 Tuesday:

- Arrived at West Bel Air Ave and Baltimore St for crossing guard detail.
- Arrived at the Beards Hill 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 W. Bel Air Ave and Baltimore St for crossing guard detail until the end of my shift.

09/02 Wednesday:

- Arrived at West Bel Air Ave and Baltimore St for crossing guard detail.
- Arrived at the Beards Hill 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 W. Bel Air Ave and Baltimore St for crossing guard detail until the end of my shift.

09/03 Thursday:

- Arrived at the Train Station, which was in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Auto doors locked, cleared, and secured the Train Station.
- Patrolled the Train Station and parking areas until the end of my shift.

09/04 Friday:

- Arrived at Festival Park to conduct a foot patrol of the area.
- Arrived at W. Bel Air Ave for foot patrol.
- Arrived at the Train Station, which was in good condition, conducted a walkthrough of the Train Station.
- Patrolled the Train Station and parking areas.
- Automatic 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 until the end of my shift.

09/05 Saturday:

- Arrived at Festival Park for the 250th Aberdeen Celebration.