City of Aberdeen
Weekly Report
July 20 – 26, 2025

I. City Hall

a. Department of Finance
b. Department of Planning and Community Development (DPCD)
c. Department of Public Works (DPW)
d. Human Resources Department

II. Aberdeen Police Department (APD)

PAGE INTENTIONALLY LEFT BLANK

I. CITY HALL

a. DEPARTMENT OF FINANCE

The following activities and actions took place this week:

Receipts for the week were:

1. General Fund	$	746,660
2. Capital Projects Fund		0
3. Water & Sewer Funds		115,960
4. Stadium Fund		0
Total	$	862,620

Disbursements for the week were:

1. General Fund	$	25,242
2. Capital Projects Fund		0
3. Water & Sewer Funds		215,698
4. Stadium Fund		0
Total	$	240,940

Significant Receipts:

1. N/A

Significant Disbursements:

1. Wastewater Treatment Plant Clarifier $156,680

b. DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

The following activities and actions took place this week:

- Mrs. Grover, Mayor McGrady, and Steve Horne met to discuss redevelopment and revitalization efforts on Main Street.
- Mrs. Grover met with Tom McGilloway with Mahan Rykiel Associates to discuss additional improvements to the Urban Design Plan.
- Ms. Ward updated the Sustainable Maryland Application online with more detail/new links after revisions were requested by the Sustainable Maryland Staff.
- Mrs. Grover and Ms. Ward revised the Request for Proposal for the TOD Station Square Improvements – architectural and engineering design and resubmitted the documents to MDOT MTA staff for review.
- Mrs. Grover and Ms. Ward attended a virtual meeting with MDOT SHA and Harford County Planning & Zoning to discuss the proposed Traffic Impact Study (TIS) requirements for the Walmart Supercenter convenience store with fuel pumps.
- Mrs. Grover met with Katie Hazlett, Aberdeen's federal lobbyist to discuss the status of the City's FY26 Earmark Requests for the Aberdeen Activity Center outdoor recreation amenities and Swan Meadows infrastructure improvements. She indicated that Rep. Harris has included $2.0 million for the Swan Meadows project in the House Appropriations Committee bill which contains the EPA water earmarks; however, this has to go through Congressional approval and may be part of a Continuing Resolution for the federal budget. Additionally, the outdoor recreation amenities has been included in Senators Van Hollen's Senate Appropriations Committee bill that has recommended a Congressionally Directed Spending earmark request for $300,000. These funds are included in the FY 26 Transportation, Housing and Urban Development Appropriations bill. These earmarks are not guaranteed until it is included in a final appropriations bill passed by Congress and signed into law by the President for FY 2026. We could potentially have two funding streams for the Swan Meadows project.
- Ms. Ward scanned and filed old permits so they were digitized.
- Mrs. Grover met with MDOT MTA and Greyhound to discuss the Greyhound bus stop at the Aberdeen Train Station. Passengers taking the Greyhound bus at the train station have been left stranded over the last several months and Greyhound determined it was an error on Google Maps and their GPS. These problems have been corrected but a sign will also need to be installed at the Train Station identifying the Greyhound Bus stop.
- Mrs. Grover and Ms. Ward prepared a draft RFP for the Master Plan for the future growth areas outside the corporate limits.

Building Permit Activities:

Permits Processed – Residential

Address	Type	Value of Construction
306 Graceford Dr	Fence	$ 6,878
537 Beards Hill Rd	Solar Panels	$ 38500
436 Wye Dr	In-ground Pool & Fence	$ 90,000
864 Forgans Dr	New SFD	$ 258,000
175 Mt Royal Ave	Solar Panels	$ 34,000
341 Roberts Way	Solar Panels	$ 31,407
Total: 6		$ 458,785

Permits Processed – Commercial

Address	Type	Value of Construction
34 N Philadelphia Blvd	Tenant Occupancy - 1st Class Aesthetics	$ 0
34 N Philadelphia Blvd	Sign – 1st Class Aesthetics	$ 882
Total: 2		$ 882

Permits Issued this Week:

Address	Type	Value of Construction
306 Graceford Dr	Fence	$ 6,878
800 Leni Way	New SFD – Amendment	$ 289,000
1013 Beards Hill Rd Ste 102	Sign Permit – 4 Season Nails Studio	$ 0
1013 Beards Hill Rd Ste 102	Tenant Occupancy – 4 Season Nails Studio	$ 0
70 Green Ave	Basement Gutter/Sump pump	$ 8,000
998 Hospitality Way	Tenant Fit-Out – Edward Jones Real Estate	$ 175,000
Total: 6		$ 478,878

New Commercial Issued Certificates of Use and Occupancy:

830-842 Bumbry Cir – New 3 Story, 7-Unit Apartment Bldg w/7 private garages

803-815 Bumbry Cir – New 3 Story, 7-Unit Apartment Bldg w/7 private garages

1013 Beards Hill Rd Ste 102 - Tenant Occupancy – 4 Season Nails Studio

Amended Permits:

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

627 Robbie Ct – Deck, 318 Roberts Way – Solar Panels; 3700 Churchville Rd Ste A- Tenant Fit-Out- Lego's Pizza; 1102 S Philadelphia Blvd – Tiltwall Shell Warehouse; 711 Southern Lights Dr- inground pool; 629 S Philadelphia Blvd – ALLROADS addition; 888 Avon Dr – Solar Panels; 408 Grasmere Dr – Covered Porch; 719 S Philadelphia Blvd – interior reno to create lounge area; 715 Falcon Ln – Solar Panels

The Preserve at Gilbert Meadows:

176 Total lots

Total # of Permits Applied for – 157

Total # of permits released: 141 (79 SFD/62 TH)

Total # of Type I Certificates of Occupancy released - 15

Total # of Type II Certificates of Occupancy released - 99

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 192

Total # of permits released: 191 (53 SFD/138 TH)

Total # of Type I Certificates of Occupancy released – 3

Total # of Type II Certificates of Occupancy released – 123

c. DEPARTMENT OF PUBLIC WORKS

CITY ENGINEERING & ADMIN

SUBDIVISION & LAND DEVELOPMENT ACTIVE CONSTRUCTION:

- 21-03 Gilbert Meadows – 2 pre-start inspections conducted. Construction continues.
- 22-01 Fieldside Grande – Building construction continues. Site is in compliance.
- 22-03 Technology Drive, Lot 3 – Utility work complete.
- 22-05 Aberdeen Overlook – 5 pre-start inspections, 5 U&O inspections, 4 WM inspections conducted. Community Center and house construction continues in Phases 2, 4, 5.
- 23-02 Fields of Aberdeen – Building construction continues.
- 24-02 WashX – Trees have been removed. Mass grading of the site has begun.
- 24-05 Goddard School – Mass grading continues at the site. Processing final Plat Approval.
- 24-12-01 Northeast Booster Pump Station – Construction continues. Site is in compliance.
- Carsin's Run Unnamed Tributary – Green Team crew continues work on establishing stream embankments. Site is in compliance.
- Howard Street – Met with BGE representative to discuss and mark out paving of utility work areas.
- 500 Market Street – Site is inactive. ESC corrections needed.

SUBDIVISION & LAND DEVELOPMENT PROJECT REVIEW:

- 22-07 Rutters – Awaiting submission of Final As-Built Plans.
- 24-04 Hickory Ridge Lot 4 – Final SWM & ESC Plans submitted for signature approval processing.
- 25-04 502 S Pulaski Highway – SWM, ESC and Public Utility undergoing final review before approval.
- 25-05 Technology Drive Lot 5 – Waiting signed submission of Easement for Lot 5 for execution by City.
- 25-08 Chick-Fil-A Drive Thru Expansion – Awaiting submittal of SWM Plan for final review. Plat consolidation approved for signature.
- 25-09 Cranberry Run - Concept SWM Plan review comments prepared for submittal.
- 25-10 Aberdeen XChange – Awaiting next SWM submittal.
- Greenside Reserve – Awaiting submittal of construction plans for the project.
- Research Boulevard – Meeting held 7/23/2025 with developer to discuss way forward: status of existing bonds, possible sub-division for transfer to Harford County, punch list items.

FY2026 Curb, Sidewalk, and Street Resurfacing 24-01

- Cambridge Avenue (Stratford to Edmund) – Concrete work has been completed.

SWM Inspections

- FY2026 Inspections have begun.

CITY COMPLIANCE

- 5 calls, 12 emails, 1 courtesy flier posted, 61 active & 4 cases closed - followed up on 15, 14 active & 7 high grass cases closed, 8 letters sent, 7 violations posted.
- Daily routine and follow-up inspections.
- 319/323 Graceford Drive – The homeowner is working to get the property in grass/vegetation compliance.
- 80 E Bel Air Avenue – Followed up on storm water ditch line.
  411 Edmund Street – Met with Grace G. Wright (daughter of Ms. Janice Grant) regarding unsafe structure at the property. Topics of discussion:
  1. Boarded up by 7/13/2025.
  2. Possible demolition of property.
  3. Hiring a structural engineer to assess the structure.

GIS

- Created and presented PowerPoint on GIS Field Maps.
- Organize ArcGIS Online account and update feature layers
- Update planning feature classes in geodatabase.

ASSOCIATE ENGINEER

DPW ADMINISTRATIVE

- Processed 13 invoices totaling $330,684.81
- Entered 7 requisitions totaling $82,212.21
- Processed 3 utility permits.
- Processed monthly FirstNet cell phone bill, notified Anna Beck @ BGE to send future utility permit requests to my attention, compared pricing for janitorial supplies with Bayside's pricing.

MAINTENANCE DIVISION

BUILDINGS & GROUNDS

- Responded to 16 requests for service.
- Chipped brush from 17 chipper request's locations.
- Performed Transfer-station maintenance at the DPW facility.
- City Hall HVAC System sporadic issues.
- Removed 1 tree and trimmed 1 tree.

STREETS & STORM WATER

- Performed roadside cutting to 1,845 Lft. and cleaned 11,891 Lft. of roadside trash.
- Repaired/replaced 20 Lft of curbing from previous excavation using 21 x 80lb bags of concrete.
- Repaired 3 potholes.
- Repaired 2 storm drain inlets and replaced 60 Lft of storm water pipe near 137 Farm Rd.
- Cut/cleared 2 storm water swales.

WATER & SEWER
- Responded to 8 requests for service.
- 4 residential water meters were installed.
- Replaced Water service to 895 Walker St.
- Test pitted sink hole to check if water is leaking at Bannister and South Deen.
- Performed annual flushing to 11 fire hydrants in region 2.
- Performed Shut Offs for delinquent water service accounts. (72)
- Repaired/replaced 13' of 8" sewer main at Roosevelt Ave. and Wilson Ave.
- Installed 2 sewer pipe patches on Wilson Ave.
- Installed 1 sewer pipe patch on Howard St.
- Cleaned 1,371 Lft. of sewer main and cctv inspected 697 Lft.

FLEET
- Emergency Repairs: 8
- Scheduled Repairs: 6
- Services: 1, APD: 4
- Unit 52 – Leaf machine – Out of service – Rear engine doesn't start/run.
- Unit 105 – DPW Trash Truck – At Vendor being repaired.
- Unit 118 – APG WWTP Pickup – At Vendor for emission related repairs.
- Unit 129 – DPW Dump Truck – Sent to vendor due to main oil seal leaking.

MANPOWER
- 3 openings in Maintenance.

WATER / WASTEWATER PLANT OPERATIONS

WASTE WATER TREATMENT PLANT
- COA WWTP treated 19.2 million gallons. July 17th to July 23rd.
- APG WWTP treated 4.9 million gallons. July 17th to July 23rd.
- Reinstalled UV channel #2 influent gate and actuator.
- Fixed main sewage pump station sump pump electrical issue.

WATER TREATMENT PLANT
- COA WTP treated 3.9 million gallons. July 17th to July 23rd.
- APG WTP treated 6.6 million gallons. July 17th to July 23rd.
- 5 routine bacteriological samples.
- Collected monthly wellhead protection samples.

DEPARTMENT
- Four operator vacancies.
- One plant mechanic vacancy.
- 3 after-hour service calls

SUPERINTENDENTS
- APG contract hours 12
- Submitted COA WWTP discharge monitoring report to MDE. Sent COA & APG 2nd quarter pre-treatment report cert mail to MDE.
- FY 26 budget project meeting.

APG WATER / WASTEWATER PRIVATIZATION OFFICE

PROGRAM MANAGER

- Provided general oversite for sewage lift stations #5100 on 7/21 and #699 on 7/24, both projects are successful.
- Held monthly APGN Water Meter Installation, Cross Connection, Operations, & Capitol meetings.
- Making continual efforts for the modification of the FY 2026 COS & Capital budget proposal.

MAINTENANCE CREW

- FY25 Annual fire hydrant flushing
- E. Pledge Ct repaired Ct water main break near bldg.430
- Continuation of cutting R.O.W's
- Curb stops & Valve box restore program. Locate/uncover, cleaned out, and notated boxes needing more attention.
- Cut shop grass, Bldgs 3604-3606
- Check leaks and curb stops at following address:
  - 6081E Sincerity Ct
  - 6224 E Republic Ct
- Performed modified sewer cleaning / inspection route.
- Went through shop inventory for count.

d. HUMAN RESOURCES

Current Openings – 13 total

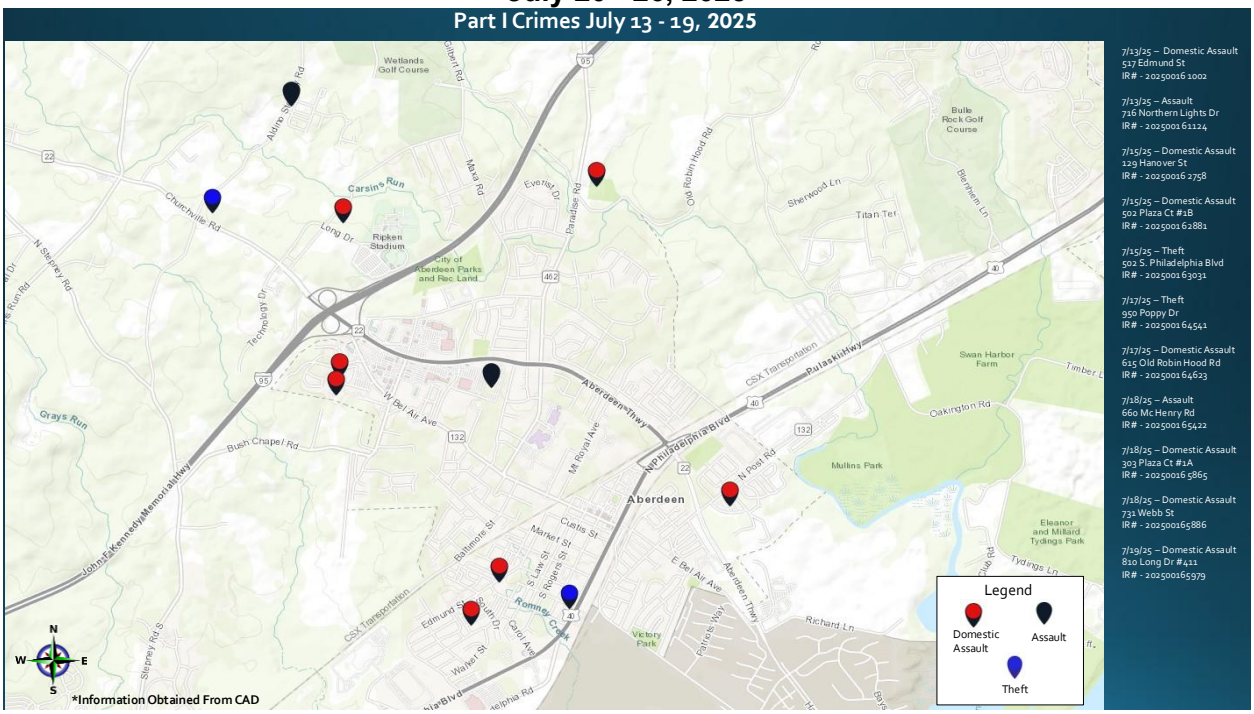
- APG Maintenance Shop – 1 Foreman, 1 Maintenance Worker
- DPW Maintenance Shop – 2 Maintenance Workers, 1 Foreman
- W/WW – 1 Plant Mechanic, 3 Operators
- Crossing Guard – 1 – On Call
- APD – 1 Sworn, 1 Non-Sworn
- DPW Deputy Director/Program Manager – 1

New Pay Rates and COLA increases were effective pay period ending 7/12/2025.

Payroll Period Ending 7/12/2025	**# of Hours**	**Payroll Amts**
Regular	10,917.25	$423,602.03
Overtime	493.75	$23,749.41
Vacation	947.25	$20,153.11
Sick	278.00	$6,701.98
Personal	117.00	$2,423.85
On-Call Overtime	156.00	$7,699.13
Patrol Holiday	79.50	$3,377.06
Holiday	1,189.00	$30,243.49
Comp Time	36.00	$1,218.24
Court On-Call Overtime	54.50	$2,975.70
Call-In Overtime	40.92	$1,844.26
Shift Differential		$1,804.88
Bereavement	41.00	$2,069.33
Bonus, early certification		$2,500.00
TOTAL PAYROLL	14,350	$530,362.47

II. ABERDEEN POLICE DEPARTMENT (APD)

APD WEEKLY REPORT
July 20 - 26, 2025



APD Calls for Service

July 13 - 19, 2025
Total Call for Service/Events Works - 580
Patrol Checks – 161
Community Policing Detail – 7
Foot Patrols – 63

Eastern District Incidents

Assault – 1
Vandalism - 1

Central District Incidents

Assault - 2
Theft - 1
Fugitive – 2
DUI – 1
Kidnapping – 1
Trespassing - 1

Western District Incidents

Assault – 6
Theft – 1
Fugitive – 2
Disorderly – 1
Domestic Incident – 1
DUI - 1

Arrest July 13 - 19, 2025

7/11/2025	202500101915	Hit & Run
7/13/2025	202500161002	Assault
7/14/2025	202500161745	Warrant
7/14/2025	202500161834	VOP
7/15/2025	202500163032	Warrant
7/15/2025	202500163031	Theft
7/16/2025	202500092854	Summons (Theft)
7/16/2025	202500077804	Summons (Theft)
7/16/2025	202500163992	DUI
7/16/2025	202500164282	DUI
7/18/2025	202500165682	Warrant
7/18/2025	202500165798	Disorderly
7/18/2025	202500165425	Trespassing
7/18/2025	202500165865	Domestic Assault
7/18/2025	202500165886	Assault
7/18/2025	202500049882	Warrant
7/19/2025	202500165979	Assault

APD Weekly Traffic Report
July 20 - 26, 2025

Traffic Stops
79 Stops/Contacts
147 State Citations
104 Warnings
2 Safety Eqt. Repair Orders
3 DUI

Crashes (Reportable, PI/PD)
4 (2 Property Damage, 2 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

- N/A

STATTRAK

- N/A

IT

- 30 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Weekly PMI backup checks
- Machine deploy x2
- Video retrieval old post apartments
- Video retrieval red roof inn
- Video retrieval highland commons
- Comcast EDR meeting
- Axon body camera inventory update

ACCREDITATION

This Week 7/20-26/2025

No activities to report. Took the week off.

Planned Next Week 7/27-8/2/2025

Accreditation Proofs of Compliance

File/replace documents.

Incident Reports, Use of Force Reports, Performance Evaluations

Using Mock Assessment notes, search RMS and Delta Plus for appropriate Proofs of Compliance.

Find a way to access Performance Evaluations for 3 years, to use for proofs of compliance.

Proofs of Compliance from Other Employees

Send reminders to everyone to send documents for Years 1-2-3,

Send Assigned To lists for Year 4, now due.

Policies

Ch 25.02 Direction and Control

Update procedures applicable during periods of adverse road and weather conditions (CALEA 61.3.2) to concur with current practices.

Ch 29.02 Incident Report Reviewing Process

Awaiting responses from reviewers.

Ch 07.03 Inventory and Retention

Update policy and procedures.

Ch 21. 04 Vehicle Pursuits and Emergency Driving

Using Mock Assessment notes, rewriting and reorganizing to comply with current practices and Blue Team documentation.

SCHEDULE OF CALEA REVIEWS AND ASSESSMENTS

CSM File Review (CSM3)	**August 8-16,2025**
CSM File Review (CSM4)	**January 2-10,2026**
Reaccreditation Assessment	**February 6,2026**
CALEA Conference Omaha, Nebraska	**July 22-25,2026**

ADMINISTRATION

- **FLEET**
  - Scheduled Unit#'s 209, 238, 253, 254, & 257 for PM
  - Sent Unit #225 for VEIP Testing
  - Image360 re: Custom License Plate sample
  - Sent Unit #201 to Al Packer Ford re: Catalytic Converters
  - Sent Unit #227 to Al Packer Ford re: Master Cylinder issues & O2 sensors
  - Assigned Unit #231 to Off. Cretaro
  - Unit #218 to Image360 for graphics removal and replace

- **COMMUNITY POLICING/RELATIONS**
  - Updated 2025 Ironbirds Game Coverage
  - Updating Community Policing Log
  - Submitted Annual MPTC Community Policing Report
  - Posted Mermaid 5K OT Detail on PACE

- **GRANTS**
  - Nothing to report

- **TRAINING**
  - Entering training in Skills Manager personnel profiles
  - Field Training Cpl. Mowery for Admin Corporal duties

- **CALEA**
  - Completing FEMA courses for CALEA:
    - ICS200
    - IS-700

24 Hour Reports

Date of Incident: 7-27-25

Incident Type: Stolen Auto

Incident Report Number: 2025-00172951

Location of Incident: [redacted]

Reporting Officer: Officer Cretaro

Synopsis of Events:

On 07/27/2025, at approximately 1134 hours, Officers Cretaro and VanHoy responded to [redacted] to assist EMS.

Upon arrival, contact was made with [redacted] who later advised that his brother [redacted] was late for church. When he went to check on him, [redacted] noticed [redacted] appeared to be having a medical issue and requested Medics.

[redacted] also advised that [redacted] was with a female by the name of [redacted] the night prior and was on longer on the scene. [redacted] later advised that he noticed [redacted] vehicle missing and suspected [redacted] of stealing it.

[redacted] advised that the vehicle taken was a [redacted] bearing MD tag number [redacted]. It was discovered that the tag did not belong to the [redacted] at the time it was stolen.

Contact was made with [redacted] who supported the statements provided by [redacted] and that the possible suspect was [redacted]. It was advised that [redacted] only recently met [redacted] and never granted her permission to operate the vehicle.

The vehicle Vin and the tag will both be entered into NCIC as stolen. A follow-up email will be conducted when the NCIC number is obtained.

M/V recovered on July 28, 2025, and suspect arrested.