City of Aberdeen
Weekly Report
April 05 – 12, 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)

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I. CITY HALL

a. DEPARTMENT OF FINANCE

The following activities and actions took place this week:

Receipts for the week were:

1.	General Fund	$ 25,519
2.	Capital Projects Fund	0
3.	Water & Sewer Funds	89,799
4.	Stadium Fund	0
	Total	$ 115,318

Disbursements for the week were:

1.	General Fund	$ 749,388
2.	Capital Projects Fund	20,792
3.	Water & Sewer Funds	328,690
4.	Stadium Fund	0
	Total	$ 1,098,870

Significant Receipts:

1. N/A

Significant Disbursements:

1.	Debt Service	$192,078
2.	Payroll	$488,438

Procurement Activities:

1. Conducted bid opening for Project 25-05a, Advanced Wastewater Treatment Plant Primary Clarifier #1 Improvements

b. DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

The following activities and actions took place this week:

4/07/2025

- Ms. Ward used the information on the future annexation planning spreadsheet to mail flyers to those residents listed, inviting the public to attend a meeting on April 23, 2025, to discuss the implantation of the 2022 comprehensive plan for the City of Aberdeen.
- Ms. Grover and Ms. Ward attend the Architectural Review Committee (ARC) meeting to review the preliminary site plan and discuss the revisions to the plan with representatives from Morris & Ritchie Associates.

4/08/2025

- Ms. Ward finished mailing out flyers to residents.
- Ms. Ward made edits using feedback from Ms. Grover and Mr. Brogan on the RFP N.25 Draft for the Architectural and Engineering design services for the Aberdeen Transit Oriented Development (TOD) Station Square Project. The updated Draft was sent to MDOT for review awaiting feedback for future revisions.
- Ms. Grover attended a meeting with Harford County Department of Community Services on use of CDBG allocation for additional lighting at North Deen Park and water fountains for other areas of Aberdeen.
- Ms. Grover attended a meeting with Morris and Ritchie Associates representatives to discuss my department comments on The Reserve at Greenside.

4/09/2025

- Ms. Ward completed the Draft of the Meeting Minutes for the Architectural Review Committee (ARC) from April 7, 2025, and sent out the draft for feedback to ARC Members and Ms. Grover.
- Ms. Ward worked on permits.
- Ms. Ward made edits to a Draft on a Policy for Outdoor Dining and Tents for The City of Aberdeen draft was sent out to Ms. Grover, Mayor McGrady, and Mr. Hartsock awaiting feedback for future revisions.
- Ms. Grover reviewed final Traffic Impact Study for the proposed Activity Center. Attended meeting with Harford County Department of Parks and Recreation, Architect, and Site Resources (civil engineer) to discuss site details and exterior finishes for the building.
- Ms. Grover and Ms. Ward attended the presentation on the preliminary site plan and traffic impact to discuss open space requirements and Cost Benefit Analyses for The Reserve at Greenside. The Planning Commission will hold a work session on April 15, 2025, at the City Council Chambers at 6:00 p.m. to discuss the preliminary site plan.

DPCD

4/10/2025

- Ms. Ward mailed out comment letters to Planning Commission members and Council President Hiob so they can review all information before their work session on April 15, 2025.
- Ms. Grover Submitted final report for the MD Department of Housing and Community Development Strategic Demolition grant awarded to the city for 22 Howard Street. Submitted reimbursement for interior improvements to 22 Howard Street.
- Ms. Grover reviewed all MDOT SHA comments and Traffic Impact Analysis reports for proposed development at Cranberry Run Phase II.
- Ms. Ward had a quick overview of how to work with the Granicus system to update events, meetings, and agendas items that are viewed by the public.
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4/11/2025

- Ms. Ward attended a virtual meeting on the Transportation Trails Advisory Committee via Teams.
- Ms. Ward and Ms. Cromwell completed permits and reviewed the steps along with items needed to successfully submit a permit.
- Ms. Ward worked on a draft of the meeting minutes for the presentation on the preliminary site plan and traffic impact to discuss open space requirements and Cost Benefit Analyses for The Reserve at Greenside. From the Planning Commission meeting held on April 9, 2025.

Permits Processed – Residential

Address	Type	Value of Construction
128 Rock Rd	Shed	$ 3,000
456 Doris Cir	Fence	$1,500
759 Custis St	Basement Gutter/sump pump	$ 3,800
456 Doris Cir	Rebuild Exterior Wall	$ not provided
718 Springbok Dr	Fence	$3,100
458 Ruby Dr	Shed	$1,200
714 Springbok Dr	Solar Panels	$ 33,254
2014 Rock Glenn Blvd	Solar Panels	$12,368
887 Edmund St	Basement Gutter/sump pump	$4,000
6311 Balaton Dr	Solar Panels	$499
Total: 10		$ 62,721.00

Permits Processed – Commercial

Address	Type	Value of Construction
800 Bumbry Cir	Retaining Walls – Fieldside Commons	$ 82,310
810 Bumbry Cir	Retaining Walls – Fieldside Commons	$ 69,352
105 Hardees Dr Ste A	Sign – Bayside Commercial Bldg Services	$2,650
Total: 3		$ 154,312.00

Permits Issued this Week:

Address	Type	Value of Construction
456 Doris Cir	Fence	$1,500
876 Forgans Dr	New SFD - Amendment	$ 261,000
737 Sagebrush Loop	New SFD	$ 305,000
218 Woodland Green	Basement gutters/sump pump	$ 4,000
65 Mt Royal Ave	Push Piers	$ 12,000
458 Ruby Dr	Shed	$ 1,200
128 Rock Rd	Shed	$3,000
718 Springbok Dr	Fence	$3,100
759 Custis St	Basement gutters/sump pump	$ 3,800
871 Forgans Dr	New SFD	$ 278,000
873 Forgans Dr	New SFD	$ 275,000
461 Hillcrest Dr	Adding deck steps	$6,000
887 Edmund St	Basement gutters/sump pump	$4,000
456 Doris Cir	Rebuild Exterior Wall	Not provided
Total: 14		$ 1,157,600.00

New Commercial Issued Certificates of Use and Occupancy:

Amended Permits:

870 Foragns Dr – Adding deck

721 Sagebrush Loop – Changing house type

927 Poppy Dr – Changing deck size

929 Poppy Dr – Changing deck size

931 Poppy Dr – Changing deck size

933 Poppy Dr – Changing house type

219 W Bel Air – updated plans

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

812 Leni Way – fence; 769 Cronin Dr – above ground pool; 719 S Philadelphia Blvd – interior reno to create lounge area; 320 S Philadelphia Blvd – Tenant Space – Mavis Tires & Brakes; 210 Research Blvd- Tenant Space for TechX; 251 Paradise Rd- Aberdeen High School ticket booth; 715 Falcon Ln – Solar Panels; 603 W Bel Air Ave: interior/exterior renovations;

The Preserve at Gilbert Meadows:

176 Total lots

Total # of Permits Applied for – 142

Total # of permits released: 123 (69 SFD/54 TH)

Total # of Type I Certificates of Occupancy released - 17

Total # of Type II Certificates of Occupancy released - 78

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 182

Total # of permits released: 182 (42 SFD/138 TH)

Total # of Type I Certificates of Occupancy released – 3

Total # of Type II Certificates of Occupancy released – 86

c. DEPARTMENT OF PUBLIC WORKS

Nothing to report this week.

d. HUMAN RESOURCES DEPARTMENT

****Current Openings – 11 total**

- APG Maintenance Shop – 1 Foreman, 1 Maintenance Worker
- DPW Maintenance Shop – 2 Maintenance Workers
- W/WW – 1 Facility Worker, 4 Operators
- APD Admin Technician – 2

**Two offers of employment were rescinded due to positive results from pre-employment substance screening – One for Maintenance Worker and one for Plant Operator

Retirement Pending – 1 APD Sworn

New Hires

- 1 – Maintenance Worker, DPW Shop
- 1 – Customer Service Specialist, Finance

Resignations

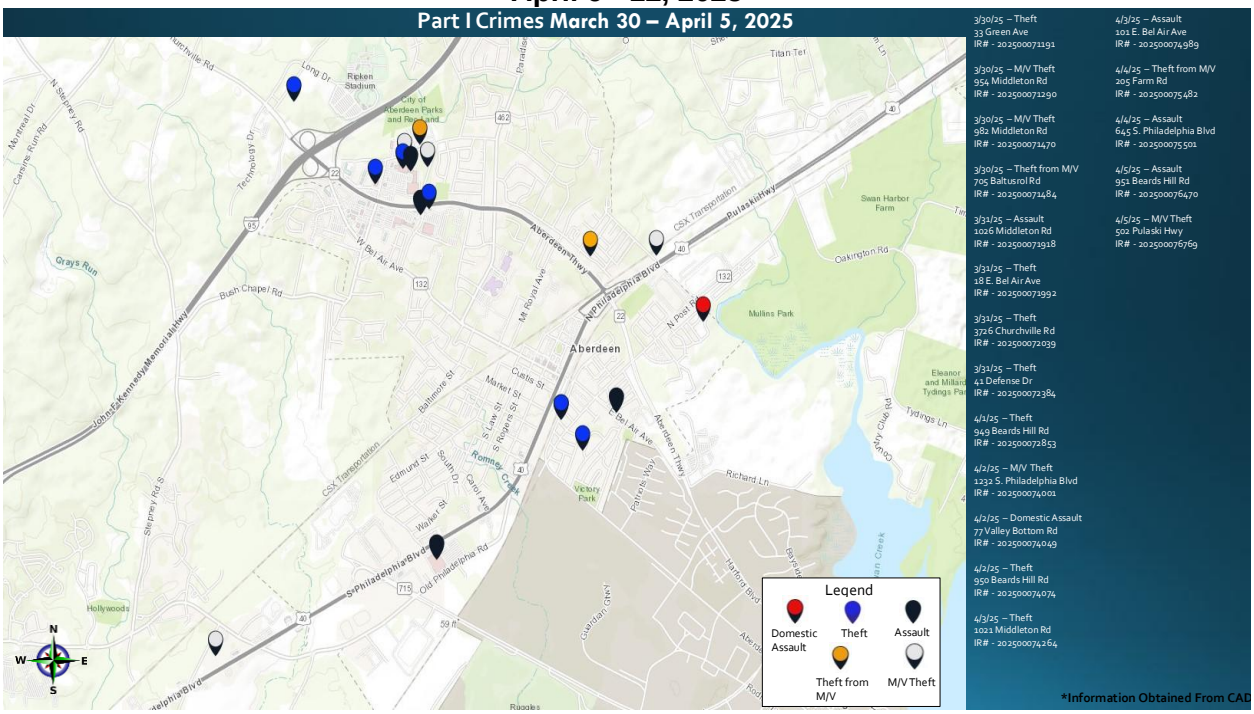
- 1 - Environmental CDL (had been employed 1 ½ Months)
- 2 – Admin Technician, APD Non-Sworn (one had been employed 4 months; the other for almost 2 years)
- 1 – W/WW Operator Trainee (had been employed 13 months – left with no notice)

Payroll

Period Ending 4/5/2025	**# of Hours**	**Payroll Amts**
Regular	11,877.17	$429,024.35
Overtime	337.75	$17,284.76
Vacation	395.50	$10,948.54
Sick	621.50	$14,911.81
Personal	335.50	$7,757.22
On-Call Overtime	153.00	$7,090.14
Patrol Holiday	68.00	$2,594.84
Holiday	48.00	$1,092.00
Comp Time	70.50	$2,160.88
Court On-Call Overtime	33.00	$1,938.14
Call-In Overtime	18.00	$651.42
Shift Differential		$1,685.32
Bereavement	16.00	
Adj		$219.31
FTO Training Pay		$300.00
TOTAL PAYROLL	13,958	$497,658.73

II. ABERDEEN POLICE DEPARTMENT (APD)

APD WEEKLY REPORT
April 6 - 12, 2025



APD Calls for Service

March 30 – April 5, 2025
Total Call for Service/Events Works - 559
Patrol Checks – 149
Community Policing Detail – 35
Foot Patrols – 48

Eastern District Incidents

Assault – 2
Theft – 3
Fraud – 1
Overdose - 1

Central District Incidents

Missing Person – 1
DUI – 1
M/V Theft – 2
Disorderly – 1
Found Property – 1
Suspicious Activity - 2
Assault – 1

Western District Incidents

Vandalism – 3
M/V Theft – 2
Theft – 6
Assault – 2
Unattended Death – 1
Assist other Agency – 1
Suspicious Activity – 1
Trespassing – 1
Disorderly – 1
Missing Person – 1
Fugitive – 1
Counterfeit Money – 1
Fraud - 1

Arrest March 30 – April 5, 2025

202500071484	3/30/2025	Attempted B& E
202500072264	3/31/2025	Warrant
202500072625	4/1/2025	DUI
202500069304	4/2/2025	Assault
202500074270	4/3/2025	Public Intoxication
202500074497	4/3/2025	Trespassing
202400041067	4/3/2025	Warrant
202500074908	4/3/2025	Disorderly
202500076769	4/5/2025	Malicious Destruction

APD Weekly Traffic Report
April 6 - 12, 2025

Traffic Stops
97 Stops/Contacts
45 State Citations
226 Warnings
5 Safety Eqt. Repair Orders
1 DUI

Crashes (Reportable, PI/PD)
6 (3 Property Damage, 3 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)
- Route 22 / Old Post Rd

STATTRAK
- N/A

APD ACCREDITATION

Prior Week 3/30/2025 - 4/5/2025

Accreditation Proofs of Compliance
Processed and filed in PowerDMS – CID, SOU

Assessment Files still Open

Date	Year 4 OLD	Year 1	Year 2	Year 3	Year 4
4/2/2025/2025	35	123	274	736	1358
Shirley's	0	9	79	224	445

General Orders – Finished processing 9 new policies.
Traffic Policies – Updated and returned to Traffic Sergeant for review and approval
Ch 25.05 Selective Enforcement
Ch 25.11 Traffic Offenses Involving Alcohol and Drugs
Ch 25.10 Speed Checking Devices

This Week 4/6-12/2025

Accreditation Proofs of Compliance

Processed and filed in PowerDMS – CID, SOU, Missing Persons, Uniform Traffic Enforcement Practices, DUI Procedures, Crash Scene Reporting and Investigating.

Assessment Files still Open

Date	Year 4 OLD	Year 1	Year 2	Year 3	Year 4 Begins May 1
4/7/2025/2025	35	119	263	727	1365
Shirley's	0	10	57	223	445

The numbers change as I discover we need different documents to strengthen our files.

1 sick day

Planned Next Week 4/6-12/2025

Accreditation -

Criminal Follow-up Investigations and Victim/Witness Follow-up Investigations

Verify updated procedures

Ch 27.02 Preliminary and Follow-up Investigations

Ch 27.07 Assistance to Victims and Witnesses

Added as Endnotes Each Standard with Types of Proofs of Compliance.

PEIS Policy – Update the policy

Ch 05.13 Personnel Early Identification System

CALEA CIMRS (CALEA Information Management & Reporting System)

fill in the Policy, Procedures, & Practices Updates.

And Beyond

Accreditation Plan and Ch 43:11 Accreditation Policy

Review and edit Plan with Chief.

Heat Stress Standards, Maryland Law - Training requirement, considering self-study.

Title 09 Maryland Dept of Labor, Subtitle 12 Division of Labor and Industry Chapter 32 Heat Stress Standards. Will work with Training Coordinator.

EEO Plan

Write the Plan for CALEA 31.2.3 The agency has an equal employment opportunity plan.

New CALEA Standard 41.3.10 In-Car and Body-Worn Audio Video Reviews

Finish writing Policy Audio & Video Reviews (additional 12 proofs of compliance due this time next year)

ADMINISTRATION

- **FLEET**
  - Scheduled Units 210, 236, 241, 249, and 251 for PM servicing
  - Scheduled Unit #205 @ Al Packer re: Catalytic converters
  - Dropped off old Unit #242 (Honda Odyssey) @ Thompsons re: estimate
  - Unit #202 Radio programming completed

- Move 6 APD cruisers to Water Plant @ Range
- Completed Form #95 (Welsh 222>226)

➢ **COMMUNITY POLICING/RELATIONS**
- Updating Community Policing Event Log for 2025
- Updated 2025 Ironbirds Game Coverage details on PACE
- Community Policing Detail @ Bakerfield ES re: Career Day

➢ **GRANTS**
- Completed Progress & Programmatic Q3 PACT Grant reports
- Initiating SFY 2026 PRAR Grant
- Preparing Staffing Plan for 2026 PRAR Grant application
- Contacted Sun Jang @ GO

➢ **TRAINING**
- Entering training in Skills Manager personnel profiles
- Training Cpl. Mowery on Administrative Corporal duties

➢ **CALEA**
- Researching CALEA standard proofs

APD 24 HOUR REPORT

Date of Incident: 04/13/25

Incident Type: Discharging (MDOP)

Incident Report Number: 202500082751

Location of Incident: [redacted]

Reporting Officer: Ofc. Kinlaw

Synopsis of Events:

On April 13th, 2025, Ofc. Kinlaw was dispatched to [redacted] for an Armed Person/Complaint of a bullet entering the residence through the roof and landing on a bed. Upon arrival Ofc. Kinlaw and this Sergeant made contact with the Victim [redacted]. She reported She was located in the rear bedroom bathroom and as she was exiting it, she turned the light out and heard a loud bang. She then saw a hole in the ceiling and a bullet lying on her bed. She reported the incident had occurred approximately forty-five minutes prior. She further reported that she went to her neighbor's house at that time, however, he was not at home. She then saw a man walking down the street and asked for his help. The man was a neighbor name [redacted] who lived several houses up the street. She had him go up on her roof and tape the bullet hole so the rain would not enter her home.

Officers canvassed the area. The canvass was negative for any other evidence or suspects. Ofc. Kinlaw Photographed the ceiling and bed. He further recovered the bullet\projectile to be submitted to APD Property room for Ballistic Forensic Examination.

Officers canvassed the neighborhood for possible witnesses and other related evidence with negative results. No other people in the area reported hearing any gunshots or any loud bangs. CID On- Call and the On-Call Commander were notified.

APD 24 HOUR REPORT

Date of Incident: 04/11/2025

Incident Type: Fatal Overdose

Incident Report Number: 2025-00080985

Location of Incident: [redacted]

Reporting Officer: Ofc. Massimei #178

Synopsis of Events:

On Friday, April 11th, 2025, at approximately 0200 hours, Officers were dispatched to [redacted] in reference to an overdose. The caller, who is currently unknown, stated they walked past the room and saw a man laying with throw up coming out of his mouth and barely breathing.

Upon Officers' arrival, they observed the victim, later identified as [redacted]., face down on his bed with blood coming out of his nose. Officers attempted to locate a pulse but could not obtain one. CPR was given until EMS arrived on the scene. Lifesaving measures were performed but unsuccessful; the victim was pronounced deceased at 0239 hours.

The medical examiner was contacted and elected to transport the body to OCME. Det/Sgt. Shoffstall was notified. An After-Action Report was submitted to the Harford County Task Force.

The victim's mother was located and notified. She responded to the location and was able to positively identify the body.

APD 24 HOUR REPORT

Date of Incident: 4/10/2025
Incident Type: Burglary
Incident Report Number: 202500080413
Location of Incident: [redacted]
Reporting Officer: Cpl. C. Mowery, ID#140

Synopsis of Events: On Thursday, 4/10/2025 at 12:17 PM, Cpl. Mowery responded to [redacted] in reference to a burglary. The suspect(s) made entry through the rear window that was previously reported as broken. Located was a rock that may have been the projectile. There was also a hole in the drywall appearing that the rock struck the drywall. Three Ring security cameras (in the box) were missing. Copper wire #4 was missing. CSU Investigator W. Garrett responded to process the scene and collect evidence. It should be noted that this is the second burglary this week at the location; IR# 2025-00078795, reported on Tuesday, 4/8/2025.

APD 24 HOUR REPORT

Date of Incident: 4/8/25

Incident Type: Sexual Child Abuse

Incident Report Number: 2025-00078923

Location of Incident: [redacted]

Reporting Officer: Off. Potts

Synopsis of Events:

On Tuesday, April 8th, at approximately 1800 hours, Officers spoke with [redacted] over the phone in reference to her child being sexually assaulted. [redacted] stated that her daughter, [redacted], was visiting with her father, [redacted] on March 1st, 2025. [redacted] stated that when she got [redacted] back, [redacted] complained to her mother of [redacted] touching her. [redacted] stated that she observed bruising on [redacted] legs and genitals. [redacted] advised Officers that she already has made a CPS case and has reported a past incident of child abuse to Anne Arundel County PD. APD CID was notified. CPS was notified. [redacted] currently has custody of her daughter in Annapolis.

APD 24 HOUR REPORT

Date of Incident: 04/08/25

Incident Type: Burglary Past event

Incident Report Number: 202500078795

Location of Incident: [redacted]

Reporting Officer: S\Ofc. Baust

Synopsis of Events:

On April 8th, 2025, S\Ofc. Baust was dispatched to [redacted] for a Burglary report. Upon arrival, she met with the reporting person [redacted]. The reported incident is believed to have occurred as two separate burglaries over a two-week span. The first Burglary possibly occurred sometime within the last two weeks. The estimate is 200 ft. of electrical wire, a loss value of $1,200.00. The second area Burglarized was the Office area of the business. The suspect entered the office area and removed ceiling tiles damaging them to remove existing electrical wiring. The estimated loss of the wiring is $ 360.00, the tile value $ 500.00 and a window believed shot out and the loss cost $ 260.00. At this time, there are no known suspects.

APD 24 HOUR REPORT

Date of Incident: 4/7/25

Incident Type: Reckless Endangerment (Fire)

Incident Report Number: 2025-00078241

Location of Incident: [redacted]

Reporting Officer: Ofc. Saraiva

Synopsis of Events:

On Monday, April 7th, 2025, at approximately 2230 hours, Officers responded to the area of [redacted] for a report of juveniles starting a fire. Upon arrival, Officers observed the roadway on fire. [redacted] and [redacted] were standing right near the fire, and matched the suspect description provided by witnesses. Both were detained and later arrested. The fire was in the alley directly behind [redacted] residence. The fire department responded to extinguish the fire. Once the fire was out, Officers noticed that it was a gas can that was ignited. They were later released to their parents.

APD 24 HOUR REPORT

Date of Incident: 4/7/25

Incident Type: First Degree Assault

Incident Report Number: 2025-00064388

Location of Incident: [redacted]

Reporting Officer: Off. Potts

Synopsis of Events:

On Monday, April 8th, 2025, at approximately 0004 hours, Officer Potts was flagged down in reference to a male covered in blood on the side of the road by [redacted]. Officers located him and called EMS due to the victim, [redacted], appearing to be badly injured. Most of [redacted] face and torso were completely covered in blood and he had cuts on his back as well. [redacted] ended up refusing EMS transport. [redacted] recap of the events was very unclear and he appeared to be leaving out a lot of information. [redacted] stated that he was sitting at the park and ride when a homeless subject came up to him asking for a ride to his tent. [redacted] stated that he refused to give the suspect a ride and was then beaten. [redacted] stated that he was hit on the head with a bottle. Officers located a broken pickle jar and screwdriver covered in blood next to [redacted] truck. The screwdriver was collected. [redacted] was unsure if the screwdriver was used against him. HSCO drone unit responded to help canvas for the suspect but was unsuccessful. CID was notified.