City of Aberdeen
Weekly Report
January 5-11, 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	$ 21,408
2.	Capital Projects Fund	0
3.	Water & Sewer Funds	76,930
4.	Stadium Fund	100,936
	Total	$ 199,274

Disbursements for the week were:

1.	General Fund	$ 63,232
2.	Capital Projects Fund	0
3.	Water & Sewer Funds	738,361
4.	Stadium Fund	0
	Total	$ 801,593

Significant Receipts:

1.	Stadium Rent	$100,936

Significant Disbursements:

1.	Debt Service	$451,907
2.	Water Tank Project	$126,065

Cash Balances as at 12/31/24:

1.	General & Capital Projects Funds	$26,661,233
2.	Water Fund	18,600,242
3.	Sewer Fund	12,149,939
4.	Stadium Fund	2,023,148
	Total	$59,434,562

b. DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

The following activities and actions took place this week:

1. Attended the Planning Commission meeting to review the preliminary site plan for Sunnyside Drive for six residential lots and proposed Development Code amendments. The engineer for Sunnyside Drive removed the plan from their agenda before the meeting due to City staff concerns.
2. Worked on amendments to the Development Code.
3. Prepared monthly report on new residential construction activity to the US Census Bureau.
4. Prepared Notice to Proceed for the traffic consulting services awarded to RK&K for the City development projects under review and require a traffic impact study.
5. Submitted quarterly reports to the Maryland Department of Housing and Community Development for several of the grant awarded projects. Also submitted for reimbursement for the Community Legacy grant award.
6. Building Permit activities:

Permits Processed – Residential

Address	Type	Value of Construction
3672 Gratitude Way	New SFD	$314,000
Total: 1		$ 314,000

Permits Issued this Week:

Address	Type	Value of Construction
348 South Dr	Solar Panels - New	$22,000
525 Oak St	Solar Panels –Replace	$4,740
460 Grasmere Ln	Solar Panels – Replace	$3,990
705 Firefly Ct	Solar Panels – New	$19,000
343 S Deen Ave	Amended Permit – revised framing	$20,000
804 Leni Way	New SFD	$267,000
738 Nottingham Dr	Solar Panels – New	$30,600
939 Beards Hill Rd	Flame Hibachi – Amendment	$140,000
Total: 8		$ 507,330

Amended Permits:

939 Beards Hill Rd, Ste E – revised plans for Flame Japanese Hibachi

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

3726 Churchville Rd Suite E – Tenant Fit-Out Cultivate Barber Shop; 939 Beards Hill Rd, Suite H: DC Charcoal Kitchen Tenant-Fit Out; 500 Hickory Drive: Roof Replacement; 603 W Bel Air Ave: interior/exterior renovations; 645 S Philadelphia – interior reno to Walmart; 237 E Bel Air- deck; 22 N Howard St- Tenant Space Watchtower Brewery; 204 Northeast Rd- booster pump station; 131 Edmund St – solar panels; 129 S Philadelphia Blvd: Tenant Space for Lhayo Foods

The Preserve at Gilbert Meadows:

176 Total lots

Total # of Permits Applied for – 119

Total # of permits released: 106 (57 SFD/49 TH)

Total # of Type I Certificates of Occupancy released - 14

Total # of Type II Certificates of Occupancy released - 59

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 172

Total # of permits released: 167 (34 SFD/133 TH)

Total # of Type I Certificates of Occupancy released - 35

Total # of Type II Certificates of Occupancy released – 60

c. DEPARTMENT OF PUBLIC WORKS

The following activities and events took place this week:

CITY ENGINEERING & ADMIN

SUBDIVISION & LAND DEVELOPMENT

- 21-03 Gilbert Meadows – Video inspection of storm pipe in Phase still needed.
- 22-01 Fieldside Grande – Buildings 10-13 under construction.
- 22-05 Aberdeen Overlook – Community Center and individual houses under construction.
- 22-08 Popeye's – Building construction continues. Curb and gutter almost complete.
- 23-02 Fields of Aberdeen – Buildings under construction.
- 24-01 Aberdeen MS – Still no schedule for utility tie-in.

WATER

- 22-05 I-95 Elevated Water Tank – Mayor followed up with Harford County regarding delay in permit approval. Meeting to be scheduled internally to discuss engineer responsiveness to County comments.
- 25-02 Roberts Way – Water shut down scheduled for every day next week for three hours in the morning to install water services. DXI to notify impacted households at least 3 days prior to shutdown.
- Northeast Booster Pump Station – Pre-Construction meeting held 1/8/2025. Size-on-size wet tap will not be allowed. Location of valves to be finalized for plan approval.

SEWER

- 25-05 WWTP Clarifier Rebuild – Meeting with WWTP to clarify design scheduled 1/21/2025.

FACILITIES

- 25-01 FY25 Paving Contract – Milling and asphalt on Pinehurst on hold until weather allows (ambient temperature at least 40 degrees, no precipitation). 353 South Drive apron, curb, and sidewalk completed.
- Police Department Remodeling – Quotes received and under review. Will discuss internally to determine path forward.

CITY COMPLIANCE

- Daily routine inspections
- Tree trimming and unsafe vegetation
- Dead tree removal at Edmund Street
- Informed police department regarding homeless encampment at Prost property
- Unsafe structure at 114 N Philadelphia Blvd.
- 4 self-identified, 7 calls, 3 emails, 5 open cases, 5 cases closed, 13 letters sent, 5 cases entered into Beehive.

SWM
- 25-08 SR2 Tributary to Carsins Run Restoration – KCI to submit Modification Request to MDE for delay in completion schedule.

GIS
- Vacation

RECORDS RETENTION
- Record Retention at State for informal review (No Change)
- 2 Utility Permits
- Website announcement updates.

DPW ADMINISTRATIVE
- Sent out city robo call re: Snow & Ice Removal
- Processed 3 invoices.
- Completed all KnowBe4 training modules as required
- Began assisting Planning Dept. with inventory of plans

MAINTENANCE DIVISION

BUILDING & GROUNDS
- Responded to 15 requests for service.
- Worked on removing Christmas ornaments.

STREETS & STORM WATER
- Cleaned 1643 Lf. of roadside trash.
- Performed snow/ice removal for weather event. (operations continued all week to include prepping for next event early Saturday morning 1/11)

WATER & SEWER
- Responded to 14 requests for service.
- Repaired/replaced leaking water service at 335 Edmund St.
- Repaired 8” water leak on Farm Rd.
- Repaired 6” water leak on Rt 40 near WBA Ave.
- Root cut 2 sewer services from the clean-out to the street.

FLEET

- Scheduled Repairs: 5
- Emergency Repairs: 7
- APD Services: 1
- Unit 79 – APG Backhoe – Have estimate of repairs back, waiting on decision to proceed or not.
- Unit 73 – Compost loader – Repairs in process at dealership.

MANPOWER
- 3 openings in Maintenance and 1 opening in Environmental.

WATER / WASTEWATER PLANT OPERATIONS

WASTEWATER OPERATIONS

- City of Aberdeen wastewater treatment plant treated 11.7 million gallons. January 2, 2025, to January 8, 2025.
- Aberdeen Proving Ground wastewater treatment plant treated 4.1 million gallons. January 2, 2025. to January 8, 2025.
- Maintenance working on removal of TKN machine in lab and preparing for new TKN machine install.
- Monthly equipment rotation at WWTP.
- Repaired pressure relief valve on digester high-rate pump #2.

WATER OPERATIONS

- City of Aberdeen water treatment plant treated 3.4 million gallons. January 2, 2025, to January 5, 2025.
- Aberdeen Proving Ground water treatment plant treated 5.1 million gallons. January 2, 2025, to January 8, 2025.
- WTP- Flush sodium hypochlorite feed line.
- WTP- Cleaned process water strainers.
- WTP- Cleaned cl17 chlorine continuous monitoring equipment.

DEPARTMENT

- Staffing- 3 plant operator vacancies. 1 lab tech vacancy. 1 facility worker vacancy.
- After hour service call- 6

SUPERINTENDENTS

- Attended preconstruction meeting for Northeast water booster station.
- Held meeting with senior staff.
- Report submitted to MDE- 2 monthly water report. 4 quarterly water reports. 4 semi-annual water report.

d. HUMAN RESOURCES DEPARTMENT

Current Openings – 12 total

APG – 1 Maintenance Worker

Environmental – 1 Driver

Planning and Community Development – 1 Planner II

DPW Admin – 1 Director of Public Works

DPW Maintenance Shop – 3 Maintenance Workers

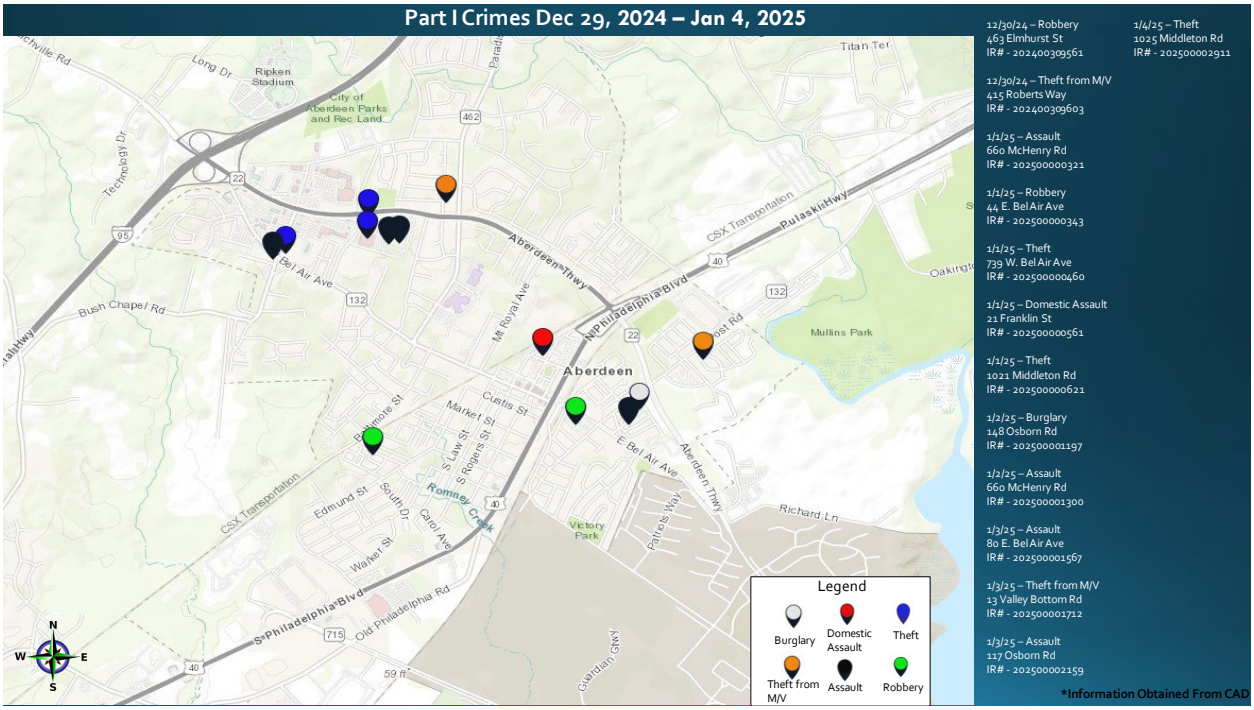
W/WW – 1 Lab Tech, 1 Facility Worker, 3 Operators

Roger Hall, Superintendent APG Distribution/Collection, retired on January 8, 2025. Roger started with the City of Aberdeen in 1984 as a Laborer (Maintenance Worker).

II. ABERDEEN POLICE DEPARTMENT (APD)

APD WEEKLY REPORT

January 5 - 11, 2025



APD Calls for Service

December 29, 2024 – Jan 4, 2025
Total Call for Service/Events Works - 535
Patrol Checks – 102
Community Policing Detail - 50
Foot Patrols – 38

Eastern District Incidents

Weapons Violation – 1
Missing Person – 2
Robbery – 1
Burglary - 1
Assault – 2
Theft - 1

Central District Incidents

Vandalism – 1
Robbery - 1
Assault – 1
Fugitive – 1
Trespassing – 1
Sex Offense - 1

Western District Incidents

Theft – 4
Assault – 2
Fugitive – 1
Unattended Death – 1
Missing Person - 1

Arrest December 29, 2024 – January 4, 2025

202400282116	12/29/24	Theft
202400112847	12/30/24	Warrant
202400310314	12/31/24	Warrant
202400299994	12/31/24	CDS
202500000978	1/2/25	Warrant
202500001567	1/3/25	Assault
202500001601	1/3/25	Assault
202500002019	1/3/25	Trespassing
202500002159	1/3/25	Assault
202500000321	1/3/25	Assault
202500002844	1/4/25	Theft
202500002844	1/4/25	Theft

APD Weekly Traffic Report

January 5 - 11, 2025

Traffic Stops

46 Stops/Contacts

52 State Citations

68 Warnings

8 Safety Eqt. Repair Orders

2 DUI

Crashes (Reportable, PI/PD)

5 (4 Property Damage, 1 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

Location – N/A

STATTRAK

- Not Deployed

APD IT

- 41 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- Cross AD account create
- Peters AD account create
- Zamora AD account Create
- Harricharran AD account create
- Mr. Jack account mfa takeover investigation with system source
- Harford family video pull for detective soto
- Knowbe4 Q1 campaign create
- Run knowbe4 initial training
- Complete monthly PMI backup
- VPN meeting with system source and state
- IT transition meeting with the mayor
- Vanhoy video upload to e.com x19

APD RECRUITMENT

- Hiring/Vacancies: Police – Staffing is currently at 44 officers, indicating there are no openings.
- Recruit Officer Andrea Cross began employment with the department on Monday, 01/06/25.
- Recruit officers Rachel Harricharran and Disan Zamora are set to begin employment on 01/13/25.
- Processing for new hires is still underway, to provide a backlog of potential hires should an opening arise.

APD ACCREDITATION

This Week

Proofs of Compliance – Files Still Open

Date	Year 4	Year 1	Year 2	Year 3
1/3/2025	86	229	379	985
1/8/2025	85	228	377	972

Processed and filed a few proofs.

PowerDMS Licenses – No need to purchase more licenses

59 purchased, 59 now in use. We are at maximum in their "tier." Received quote from PDMS. The next tier up is for 10 licenses. PDMS allows us to have a "buffer" to add 5 temporary licenses for mock assessors and colleagues.

PowerDMS

New Hire - Sheila Peters - Assigned required non-sworn training in PowerDMS.

New Hires – Angela Cross and Disan Zamora – Assigned required sworn training in PDMS.
Training – Learned from PDMS how to generate reports with the updated procedures and formats.

Use of Force Policies

Policy 20.02 - was updated last year and submitted to Dep Chief for review and approval. Submitted again 1/7/2025. Dep Chief replied that he did respond and that I had sent back the wrong draft. I sent the latest draft with Blue Team described for his final approval. I asked him to send me his email trail so I can find out why I did not follow through.

Policy Ch 04 Administration 03 Processing New Hires

Reviewed the policy with Capt Reiber and Admin Tech Rachel Lawrence. Edited heavily. They both are reviewing the amended procedures in the policy.

New Hire Processing Administrative Activities – **Items A-D (purple font) – Sent to Administrative Division O:Drive**

My New Hire Administrative Processing checklist included the following:

Upon Receiving Personnel Order:

A. Enter Name in Employee List
B. Enter Name in Probationary Employee List
C. Schedule Probationary Evaluations:
  a. NonSworn – Immediately
  b. Sworn – When Field Training Is Completed
D. Orientation Packages – produce and compile
  a. Lateral - FTO Manual – *I have another checklist for this*
    i. Orientation Checklist Package – *I have another checklist for this*
      1. Insert into FTO Manual
  b. NonSworn
    i. Orientation Checklist Package – *I have another checklist for this*
  c. Sworn and NonSworn
    i. Division Orientation Checklist

E. PowerDMS
  a. Set up New Employee –13-Steps in Procedure – *I have another checklist for this*

F. PowerDMS New Employee Tasks – *I have checklists for these*
  a. Sworn Initial Training
    i. Assign 32 Policies and Training
  b. NonSworn Initial Training
    i. Assign 16 Policies and Training
  c. Sworn Additional Policies
    i. Assign 39 additional Policies
  d. NonSworn Additional Policies
    i. Assign 3 additional Policies

CIMRS Data Tables

Reviewed current CIMRS Data Tables to verify any changes (there were none), compiled excel folders and emailed them to:

Jennie Liberto
Lt Reitz
Lt Persuhn
Cpt Reiber
Deputy Chief Swain
Donna Burdette
Ofc Buettner

REMINDER TO CHIEF: go to the current CMRS report and complete the information.

https://accreditation.calea.org/login

Click on Law Enforcement (2025 C2 Year 3)
Review and revise:

Agency Profile
CEO Profile
Community Profile
Agency History
Agency Structure (I moved some duties to Admin Division)
Successes
Future Issues

Annual Reports

Compiled list of all CALEA-required annual reports. I had not done this in the past. In previous years, the reports trickled in as commanders and officers looked at their Assigned To lists.

Emailed reminders to:

Sgt Davis
Lt Tomlinson
Lt Reitz
Deputy Chief Swain
Cpt Reiber
Chief of Police

Planned Next Week
1/13 – 17/2025

Annual and Biennial CALEA-required Training

Compile the list of this training and send it to the Training Coordinator. We have spoken about it. He will invite me to the next Training Committee meeting to discuss the CALEA-required training and any appropriate self-study training in PowerDMS.

Traffic Policies

Ch 25.05 Selective Enforcement Activities – verify changes and resubmit to Sgt Neidig.
Ch 25.11 Traffic Offenses Involving Alcohol and Drugs- complete corrections and resubmit to Sgt Neidig.

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

Sent these two policies to Lt Persuhn to review and correct. On vacation at the time.

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. I told Lt Persuhn she could probably recommend better, stronger proofs of compliance for these Standards. She agreed to advise me on policies and proofs.

Accreditation Plan and Ch 43:11 Accreditation Policy

Review and edit Plan with Chief; Update Policy.

And Beyond

DES Communications Standards

Organize the Standards to determine which proofs Records can provide and which Proofs only DES can provide. Will ask Donna Burdette to advise.

Plan to visit DES and discuss with the best proofs to submit.

PEIS Policy

Finish updating policy

Equal Opportunity Employment Policy (Plan)

Finish the Plan and request GO.

Write "How To" Procedures as needed by Administrative Commander

1. ***Recruitment Plan Administrator***
2. ***Position Management System Coordinator***
3. ***Probationary Performance Evaluations Scheduler***
4. ***Department Position Descriptions Coordinator***
5. ***Records Inventory & Retention Coordinator***
6. ***FTO Manual Coordinator***
7. ***Orientation Coordinator***

APD ADMINISTRATION

- **FLEET**
  - Preparing next Vehicle Maintenance Cycle
  - Contacted Ron Cooke @ Global Public Safety re: Toughbook
  - No Invoices to report

- **COMMUNITY POLICING/RELATIONS**
  - Preparing Yearly MPTC Report

- **GRANTS**
  - Submitted GOCCP Q2 PACT Grant Progress & Performance Measures Report
  - Preparing GOCCP Q2 Financial Report for PACT Grant

- **TRAINING**
  - Entering training in Skills Manager personnel profiles
  - Submitted Certification of Field Training Certification (Russo)
  - Submitted additional MPTC Year End Training Data
  - Completed Academic Instructor Renewal (McMeekin)
  - Prepared & submitted Basic Instructor Certification Application for Mowery

- **CALEA**
  - Researched CALEA standard proofs

APD 24 HOUR REPORT

Date of Incident:	**January 8, 2025**
Incident Type:	**B & E**
Incident Report Number:	**2025-005831**
Location of Incident:	**[redacted] Battle Avenue Aberdeen, MD 21001**
Reporting Officer:	**Ofc. Kinlaw A165**

Synopsis of Events:

Officers were dispatched to [redacted] Battle Ave, Aberdeen, MD, 21001 in reference to a trespassing complaint.

Upon arrival, Officers made contact with the landlord [redacted] who informed Officers that there was an unknown white male, later identified as [redacted], who would not leave the location. [redacted] informed Officers that she was called by another tenant, [redacted], who told her that [redacted] was banging on his door, and he did not know the subject. [redacted] stated that she came to the residence to let [redacted] know that he was not welcome on the property and to leave before she called the police. [redacted] stated that after informing [redacted] that he was trespassing, [redacted] began hitting [redacted] car and began yelling at her. [redacted] then called 911.

[redacted] informed Officers that he was in his room playing a game when someone started banging aggressively on his door. [redacted] advised he went outside with [redacted] to see what he wanted. Once outside [redacted] stated that [redacted] became very aggressive towards him. [redacted] stated he did not know who the individual was and knew he did not live there so he called [redacted] to see if she could ask [redacted] to leave and not to bother the residence.

A/Cpl. Peterson arrived on scene and observed [redacted] run into the basement apartment where the subject barricaded himself inside one of the rooms.

[redacted] informed Officers that he was the only person that resides in that basement and was concerned when Officers informed him that [redacted] was likely hiding in the back room. [redacted] was unsure how [redacted] came to be in the room and unsure why he would be locked in the room.

CID was notified and Sgt. Helf responded with the drone. The drone was able to confirm that the subject was in the locked room, hiding under what appeared to be a bed. [redacted] ignored all police commands.

Harford County Sheriff's Office K9-7 was requested to respond to the location. Harford County Sheriff's Office Special Response Team (SRT) responded as well to assist. Harford County's K-9 and SRT gave [redacted] multiple commands to come out of the room, in which [redacted] refused to comply. Harford County Sheriff's Office K9-7 deployed the dog; however, the subject was barricaded under the Futon bed and the dog was unable to make contact. The Futon bed was lifted, and [redacted] began to resist officers in the small quarters. Deputies deployed their Department Issued Taser striking [redacted]. After being handcuffed, [redacted] was observed to have scratches on his face. Photographs were taken and a BlueTeam Use of Force was completed.

[redacted] was checked by medics and refused treatment. [redacted] was also barred from the location. An FIR is being completed on [redacted] as he is relatively new to the area and has had multiple encounters with APD.

APD 24 HOUR REPORT

Date of Incident: 1/7//2025
Incident Type: Unattended Death
Incident Report Number: 2025-00004523
Location of Incident: 603 W Bel Air Ave
Reporting Officer: OFC. C. Welsh, ID#167

Synopsis of Events:

At 7:29 AM on 1/7/25, officers responded to the stated location with Aberdeen EMS for a cardiac arrest. EMS pronounced the victim deceased. Investigation would reveal that the victim has been living in the assisted nursing facility for four years. The victim is the last person to be checked on in the morning and at 7:00 staff found him deceased. He has several medical issues and a DNR. The victim has no living relatives, but a POA who was contacted. Aberdeen CID D/Cpl. Shoffstall was notified and briefed. The ME was contacted and declined response. The victim's doctor was contacted and briefed and agreed to sign off on the death certificate.

The POA did have arrangements for Harford Crematory to be the funeral home of choice prior to the death; however, Harford Crematory ("Brent") refused to come to the location due to "no room" and "no prepaid." Officer Welsh contacted the State Anatomy Board for transportation; however, it was later learned that the SAB had OK'd Maryland Crematory to take possession of the victim.

APD 24 HOUR REPORT

Date of Incident: 01/11/2025
Incident Type: Unattended Death
Incident Report Number: 2025-00008593
Location of Incident: [redacted] Engle Avenue
Reporting Officer: OFC. C. Welsh, ID#167

Synopsis of Events:

Shortly after 9:12 AM 1/12/2025, Aberdeen EMS, Harford County EMS, and two fire trucks were dispatched to [redacted] Engle Ave for a cardiac arrest. Soon thereafter, APD was dispatched due to the wife of the named victim stating that her husband was deceased and cold to the touch. First Responders arrived on-scene and began CPR and life saving efforts; however, the outcome was a Priority 4 called at 9:53 AM. There were no signs of anything suspicious. CID was notified as was the ME (Lawder). Both declined. Tarring Cargo was contacted to take possession of the victim. The victim's doctor was contacted and agreed to sign the death certificate.

The victim suffered from high blood pressure, diabetes, high cholesterol, and a few back surgeries. He was a lifetime smoker that stopped for a few years and then restarted. He recently complained of back and leg pain. He was found on the couch upright and slumped to his left.

APD 24 HOUR REPORT

Date of Incident: 01/09/2025

Incident Type: Search Warrant - CDS P WIT

Incident Report Number: 20250000615

Location of Incident: Aberdeen/ Havre de Grace

Synopsis of Events:

On 1/9/2025 APD SOU executed 3 search warrants for CDS violations occurring between Havre de Grace and Aberdeen. The investigation revealed an organization with numerous people involved. The investigation is still ongoing. To date, approximately 3.5 ounces of crack cocaine have been seized, approximately 5 grams of fentanyl, 26 zanax bars, and $2,094.00 in cash.

Special thanks to APD CID, APD Patrol, HCSO SID, and MSP CECIL narcotics.