

May 26, 2020
9200 Basil Court
Largo, MD 20774

THE BOARD OF LICENSE COMMISSIONERS MET IN ADMINISTRATIVE
VOTING SESSION:

PRESENT:

Daphne Turpin Forbes, Chairman
Armando Camacho, Vice Chairman
Kenneth Miles, Commissioner
Tammie Norman, Commissioner
Tammy Sparkman, Commissioner
Benjamin Rupert, Esquire, Counsel
Terence Sheppard, Director
Patricia Bell, Administrative Manager
Robert Clark, Chief Liquor Inspector
Cristian Mendoza, Deputy Chief Liquor Inspector
Johnny Toles, Deputy Chief Liquor Inspector
Leonard Vauss, Administrative Assistant
Nikole Bennett, Administrative Aide
Katrice James, Administrative Aide

Time: 10:02 a.m.

In the matter of **t/a Old Line Fine Wine & Spirits**, see letter dated May 4, 2020 regarding a request to approve the attached Management Agreement.

Mr. Camacho moved to approve the provided Management Agreement, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

In the matter of **t/a Maryland Farms Super Liquors**, the Board reviewed a letter dated May 15, 2020 regarding a request to change the hours of operation.

Mr. Camacho moved to approve the request, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

The Board took notice of the **t/a Colony South Hotel** accepting the Offer Letter.

The Board reviewed and provided revisions for the following previously submitted SOP.

- a. **Filing Deadline**
- b. **Hearing Roles and Responsibilities**
- c. **Monthly Report**
- d. **New Application**
- e. **One Day License**
- f. **Personal Information Sheet**

The Board received the following Standard Operating Procedures for review:

- a. Advertisement**
- b. Delivery Permit**
- c. Effectuation of Licenses**
- d. Entertainment Inspections**
- e. Maryland Public Information Act (MPIA) Requests**
- f. Postings**
- g. Violations**

Mr. Camacho moved to approve the minutes from the Regular Session dated March 4, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

Mr. Camacho moved to approve the minutes from the Administrative Voting Session dated March 4, 2020, seconded by Mr. Miles and made unanimous by Ms. Norman, Ms. Sparkman and Ms. Turpin Forbes.

Mr. Camacho moved to approve the minutes from the Regular Session dated April 21, 2020, seconded by Ms. Norman and made unanimous by Mr. Miles, Ms. Sparkman and Ms. Turpin Forbes.

Mr. Camacho moved to approve the minutes from the Administrative Voting Session dated April 21, 2020, seconded by Ms. Norman and made unanimous by Mr. Miles, Ms. Sparkman and Ms. Turpin Forbes.

The Board took note of the following scheduled meetings:

- a. June 10, 2020 @ 7:00 p.m.
- b. June 23, 2020 @ 10:00 a.m.

Respectfully Submitted,

Nikole Bennett
Administrative Aide

Adjourned 10:20 a.m.