



72nd Annual Conference on Assessment Administration



Seven Springs Mountain Resort

Photo Credit: GO Laurel Highlands

Conference Registration is Open!

May 4 - 6, 2022
Seven Springs Mountain Resort
Seven Springs, PA



AAP is an affiliate of the County Commissioners Association of Pennsylvania



March 4, 2022

TO: AAP Members
FROM: Susan Miller, CPE, President
RE: AAP Annual Conference Registration

The Assessors' Association of Pennsylvania (AAP) is pleased to be holding our 72nd Annual Conference at the Seven Springs Mountain Resort in Somerset County. This Conference, scheduled for **May 4 to 6**, is one of the best ways to earn recertification credit hours with the State Board of Certified Real Estate Appraisers (SBCREA) and network with your peers. The enclosed agenda outlines the classes offered and other conference activities.

CONFERENCE DETAILS

Conference Registration. To register for the Conference, please use the registration form included here. *While we're waiting for the online registration portion of the AAP's new website to be completed, we're using paper for registration for this conference.* Please include your form along with your check made payable to "AAP" to the address listed on the form OR **we recommend scanning your form and emailing it to Lori Lawyer, AAP Management Associate, at llawyer@pacounties.org.** If you have registration questions, please call Lori at (717) 736-4712 or email her.

AQB USPAP Class. In accordance with the decision by the Appraisal Foundation and the PA State Board of Certified Real Estate Appraisers, CPE license holders are now required to take the AQB seven-hour USPAP Update taught by an AQB-certified USPAP instructor during each recertification period.

This class requires three reference books - the *2020-21 USPAP book*, the *7-Hour National USPAP Update Student Manual*, and the *2022 USPAP Reference Manual*. If you're registering for the USPAP class and already have the 2020-21 USPAP book, you do not need to purchase a new one. The 2020-21 USPAP book is good until December 31, 2022, so you would only need the student and reference manuals at this time. If you do not have the 2020-21 book, you will need to purchase all three publications.

Hotel Reservations. You can make your hotel reservation with Seven Springs online or over the phone. For online reservations, please visit **[www.7springs](http://www.7springs.com)**, choose the Lodging tab from the top navigation bar, and when plugging in the rest of the reservation information, choose Hotel for your room selection and use our Group code of **8BZ9FC**. You must secure your room with a credit card. If you would like to call in your reservation, you can reach Seven Springs at (800) 452-2223 and reference our room group code of **8BZ9FC**. **Our reservation deadline is April 2.**

AAP Education Auction! We will be holding our annual auction to benefit the AAP Chapter Education Fund after the dinner on **Wednesday, May 4**. We are asking each county to donate items for both a **silent and regular auction**. ALL auction contributions are welcome with the following exceptions - any type of tobacco products, weapons or ammunition. **Auction proceeds benefit the AAP Chapter Education Fund which provides annual education grants to all AAP Chapters. In order to organize the auction, AAP will need to know what items your county will be donating. Please send a description of your items by April 12 to Lori Lawyer at llawyer@pacounties.org.**

Officer/Board Appointment. I have appointed Immediate Past President Robert Roland as Chair of the Nominating Committee. Nominations for Vice President, Secretary and Treasurer should be emailed by **April 1** to Terry Cochran, executive director, at tcochran@pacounties.org. Please see the enclosed letter from Robbie. **Local chapters, please notify Terry about who will be your AAP Board of Governors' representatives for 2022-23 (term starts at July 2022 virtual board meeting).** If your Chapter hasn't taken care of this item, please make sure that it is on the agenda for your next chapter meeting.

General Membership Meeting. Please plan to attend the AAP General Membership Meeting on **Thursday, May 5**, where all AAP members in good standing will be voting for AAP's next Vice President, Secretary and Treasurer and conducting other AAP business.

Award Nominations. The Awards Committee, co chaired by Cindy Treible and Darrell Lutz, both of Monroe County, is seeking nominations for the AAP Awards. A nomination form and award criteria can be found at the awards link on the AAP website. Nominations should be sent to Terry Cochran at tcochran@pacounties.org by **April 4**.

Service Awards. AAP's service awards are presented to "members in good standing for service in the county or municipal assessment field." This means that cooperative members are also eligible for these awards. Also, persons who have worked in the assessment field but have not always been members of AAP are still eligible as long as they have accrued enough years in the assessment field. The service award form can be found on the AAP Annual Conference awards webpage and the deadline is **April 8**. A nomination form and award criteria can be found at the awards link on the AAP website. Nominations should be sent to Terry Cochran at tcochran@pacounties.org.

Monitoring Procedures and Code of Conduct. Included in this mailing is an explanation of AAP's monitoring and disciplinary procedures, the AAP Code of Conduct and the Commitment to Well-Being. Please read them over before signing up for classes. By registering for classes, you, as an individual, are agreeing to abide by both the monitoring and disciplinary procedures and the Code of Conduct.

SAFETY PROTOCOLS FOR THE CONFERENCE

The County Commissioners Association of Pennsylvania's (CCAP) staff, in conjunction with the CCAP board, developed several COVID safety and health policies that apply to both CCAP and its affiliates' meetings and gatherings. The AAP, as an affiliate of CCAP, and our members are asked to follow the health and safety protocols below for any in-person conferences.

Commitment to Well-Being. AAP considers the safety of its members our top priority and we remain committed to hosting a safe event for everyone. To this end we have developed our Commitment to Well-Being, a living document which will evolve as necessary, and which requires attendees, staff, speakers, and vendors to comply with safety precautions and recommendations specified by the Commonwealth of Pennsylvania and the CDC.

We are encouraging all attendees to review the Commitment to Well-Being before coming to Seven Springs, as the document outlines our current mitigation efforts and contains some self-screening health questions that may impact your attendance plans.

As of March 2, 2022, AAP Annual Conference attendees and staff are not required to wear a face covering at the Conference. However, AAP strongly encourages attendees and staff to wear face coverings at the Conference. AAP is committed to providing a comfortable and respectful Conference experience for all attendees whether or not they choose to wear a mask.

We will notify attendees of any changes to the Commitment to Well-Being that occur before the Conference.

Questions. If you have any questions about the safety protocols, please contact Terry Cochran, executive director, at (717) 736-4734 or tcochran@pacounties.org.

I look forward to seeing you at Seven Springs!

AAP 72nd Annual Conference
Seven Springs Mountain Resort - May 4 to 6, 2022
AGENDA - (This agenda is subject to change)

Wednesday, May 4

- 8 a.m. **Conference Registration and Coffee Break**
- 8 a.m. - 4:30 p.m. **Exhibits Open**
- 8:30 a.m. - 4:30 p.m. **7-Hour AQB National USPAP Update Course** **USPAP is Now Closed**
The USPAP course was developed to promote and maintain a high level of public trust in appraisal practice. The course aims to ensure that CPEs understand USPAP, the changes to USPAP, and how to use the USPAP publication to solve problems.
Jason Frost, CAE, Chief Deputy of Real Estate, Stark County, Ohio and AQB-certified Instructor
- 9 a.m. - noon **Basic Principles of Value** (3.0 hours)
The twelve principles of value are one of the first areas studied in the process of becoming an assessor. We must understand these basic principles as they are the foundation for the valuation process. This course is a comprehensive review of the twelve principles of value individually, as well as showing how they are interrelated in the work we do every day.
Rita Yannayon, CPE, Senior Appraiser, Erie County Bureau of Assessment
- PEMA Damage Assessment** (3.0 hours)
This instruction is designed to familiarize county and municipal coordinators and staffs with the procedures involved in damage assessment within their jurisdictions. The instruction also describes the reporting mechanisms used to provide emergency management personnel at municipal, county and Commonwealth levels with situational awareness of the scope and severity of damages incurred by a natural or man-made disaster.
Kenneth E. Mostyn, Emergency Management Specialist, Pennsylvania Emergency Management Agency
- noon - 1:30 p.m. **Conference Lunch** (Included in conference fee)
- 1 - 4:30 p.m. **USPAP continues**
- 1:30 - 4:30 p.m. **Validating Real Property Sales** (3.0 hours)
Students will learn the proper procedures involved with validating or invalidating sales to be used in the calculation of the Common Level Ratio (CLR). The validation codes will also be explained in detail.
Charles "JR" Hardester, CPE, Chief Assessor, Lawrence County
- Act 319 – What Constitutes a Violation** (3.0 hours)
Class participants will be given scenarios and will be asked to formulate an opinion of whether or not a violation occurred.
Deborah Crawford, CPE, IAAO-P, PQMC, Interim Planning Director, Tioga County
Randy Waggoner, CPE, Chief Assessor, Perry County
Cathy Voda, CPE, Chief Assessor, Wyoming County
- 6:30 p.m. **Dinner/AAP Chapter Education Auction** (Included in conference fee)
Don't forget to bring your county's auction donations!

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Thursday, May 5

7:30 a.m. **Conference Registration and Coffee Break**

7:30 a.m. - 4:30 p.m. **Exhibits Open**

8 a.m. **Annual Membership Meeting**
Presiding - *Susan Miller, CPE, AAP President, Adams County*

9 a.m. - noon **Hotels: Before and After the Fall*** (3.0 hours)
(Hotel/Motel Valuation for Assessment Purposes)

The first part of the course will review valuation methodology for stabilized hotel properties, discussing what constitutes a going concern, tangible and intangible personal property, and the impact of property improvement plans (PIPs). The second part will explore the pandemic effect on the hospitality industry and variations in both performance impact and recovery profile by hotel type and chain scale. The final part of the presentation will address data sources and post-COVID valuation methods.

*** A financial calculator will be helpful for the class.**

*Mark Shonberg/Senior Managing Director/MAI, Valbridge Property Advisors
Richard Drzewiecki/President/MAI, CPE, Appraisal and Marketing Associates, Inc.*

Understanding TIF, LERTA & KOZ (3.0 hours)

The class will explore the TIF, LERTA and KOZ programs and will cover criteria to participate, responsibilities of each property involved, and how these programs are administered. The discussions will also include the obligations of participants and the assessment office.

Anthony Alu, CPE, Independent Consultant

Data Collector Standards

While data collection is handled differently in every county, this course is intended to be a source of reference to educate, and possibly reeducate, our members as well as open a conversation on the importance of the data collection process which is the foundation for the work of our profession.

Rita Yannayon, CPE, Senior Appraiser, Erie County Bureau of Assessment

noon - 1:30 p.m. **Past Presidents Luncheon** (Included in conference fee)

1:30 - 4:30 p.m. **Real Property Field Review - Safety and Security** (3.0 hours)

This course will provide instruction on the following areas: an overview of illegal drug manufacture and use and the impact they have on society and specifically, field assessors in the performance of their duties; the common items assessors might observe that would be indicative of illegal drug manufacture and/or use; indicators associated with drug laboratories; safety tips and recommendations for assessors encountering these conditions and reporting these conditions to law enforcement. The course will also examine other dangers including anti-government groups, other organized criminal groups and how to recognize these groups.

*John F. Goshert, Chief, Dauphin County Criminal Investigation Division
Dennis Woodring, Retired Detective, Dauphin County Criminal Investigation Division*

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Thursday, May 5 (continued)

- 1:30 - 4:30 p.m. **Small Mixed Use and Residential Investment Appeal** (3.0 hours) **NEW!**
Assessing small mixed use and residential investment properties can be tricky and frustrating. In this course, we will review how an investor looks at real estate. The instructor will also look at utilizing the three approaches to assessing these property types along with a few examples. Also, students will look at some of the various issues to consider with assessment appeals on these properties.
Bruce Witt, CPE, MAIA, Commercial Reviewer, Tyler Technologies,
- 6 p.m. **Banquet** (Included in conference fee)
Semi-formal or business dress is requested for the banquet.
Annual and Service Awards Presentations
New CPE Recognition
Changing of the Gavel

Friday, May 6

- 8 a.m. **Conference Registration and Coffee Break**
- 8 a.m. - noon **Exhibits Open**
- 9 a.m. - noon **Appraisal Review: What Assessors Need to Know** (3.0 hours)
"I have a copy of an appraisal report submitted for an appeal and it looks very different than anything I've ever seen before." If you have not thought this in the recent past, you may be thinking this in the near future. Appraisal reports, and the professional itself, are evolving. The traditional "report form" many appraisers use, and you are accustomed to reading, is being retired. Measurement standards are being implemented in the private sector financial world and this may have an effect on assessors. Why? Let's talk about it!
Michelle Czekalski Bradley, SRA, GAA, CDEI, Czekalski Real Estate, Inc. Appraisal Services
- Tax Exemptions - Law, Procedure, & Case Updates** (3.0 hours)
The program is intended to give assessors an in-depth knowledge of tax exemption law, the application and procedures of assessment law, and any recent court decisions and changes to the law that may affect tax exemption assessments.
Ryan T. Gonder, Esquire, AAP Solicitor, McNees Wallace & Nurick LLC
- 10 a.m. - noon **Act 28** (2.0 hours)
This class will review Act 28, the Assessors Certification Law, cover the educational requirements to obtain a CPE license, best practices to maintain a CPE license, and renewal procedures.
Anthony Alu, CPE, Independent Consultant
- noon **Adjournment**

AAP 72nd Annual Conference Registration**

Seven Springs Mountain Resort - May 4 to 6, 2022

Full Conference Rates: Members - \$540 Non Members - \$640

Your registration fee includes Wednesday's Lunch and Dinner, Thursday's Lunch and Banquet, Classes, all Breaks and Materials.

Please check the class(es) you wish to attend:

Wednesday, May 4 - USPAP is closed as of March 24, 2022

- A) **USPAP - AQB course (7 Hours, full day)** **Additional: \$135 for textbooks**
Includes 2020-21 USPAP book, 7-Hour National USPAP Update Student Manual, and 2022 USPAP Reference Manual
- A.1) **USPAP - AQB course (7 Hours, full day)** **Additional: \$60 for textbooks-**
Includes 7-Hour National USPAP Update Student Manual and 2022 USPAP Reference Manual; not the 2020-21 USPAP book
- B) Basic Principles of Value (3 Hours, morning)
- C) PEMA Damage Assessment (3 Hours, morning)
- D) Validating Real Property Sales (3 Hours, afternoon)
- E) Act 319 - What Constitutes a Violation (3 Hours, afternoon)

Thursday, May 5 - Please check the class(es) you wish to attend:

- F) Hotels (3 Hours, morning)
- G) Understanding TIF, LERTA & KOZ (3 Hours, morning)
- H) Data Collector Standards (3 Hours, morning)
- I) Real Property Field Review (3 Hours, afternoon)
- J) Small Mixed Use (3 Hours, afternoon)

Friday, May 6 - Please check the class you wish to attend:

- K) Tax Exemption (3 Hours, morning)
- L) Appraisal Review (3 Hours, morning)
- M) Act 28 (2 Hours, morning)

** Recertification forms will be issued based on the classes selected.

Final Amount \$ _____

2022 AAP ANNUAL CONFERENCE REGISTRATION INFORMATION

(Don't forget to make a copy of this form for your records)

Name _____ Title _____
(as you want it to appear on your name badge)

AV Number _____ County/Firm _____

Phone _____ Fax _____

Mailing Address _____

Email Address _____ Years of Assessment Service _____

ADA Accomodations Needed (physical, dietary or other) _____

REFUNDS: There will be a \$50 service charge for each refund requested before **April 15**. No refunds will be processed after **April 15, 2022** Substitutions are allowed.

Make check payable to "AAP" and return with registration form to: **AAP Annual Conference, PO Box 60769, Harrisburg PA 17106-0769 or email (highly recommended!) to llawyer@pacounties.org.**

Seven Springs Mountain Resort

777 Water Wheel Drive
Champion, PA 15622
Phone - (800) 452-2223
www.7springs.com



About Seven Springs

The Seven Springs Mountain Resort is one of the gems of the Laurel Highlands offering year-around recreational opportunities and a beautiful setting for any meeting or conference.

The resort offers a variety of outside recreational activities, a fitness center, an indoor pool, in room Wi-Fi and a complimentary guest shuttle to anywhere on the property.

Dining at Seven Springs

Seven Springs Mountain Resort has dining options for everyone with a variety of restaurants and eateries. Menus range from the most artistic meals, perfectly paired with exquisite bottles of wine to the best sandwiches and pizzas served with the coldest beverages around. Please be sure to check each restaurant's operating hours during our Conference.

Parking at Seven Springs: Seven Springs has several complimentary parking lots on property.

Important Hotel Information for Your Stay

- Our Conference room rates are \$179 per night for single occupancy, \$199 per night for double occupancy, \$219 per night for triple occupancy and \$239 per night for quad occupancy. These rates do not include the 11% in state and local taxes. All room rates include the resort's famous breakfast buffet each morning in the Slopeside restaurant dining room.
- You can make your hotel reservation online with Seven Springs or over the phone. For online reservations, please visit www.7springs.com, choose the Lodging tab from the top navigation bar, and when plugging in the rest of the reservation information, choose Hotel for your room selection and use our Group code of **8BZ9FC**. If you would like to call in your reservation, you can reach Seven Springs at (800) 452-2223 and reference our room group code of **8BZ9FC**.
- **The deadline to reserve your room is Saturday, April 2, 2022 or until the room block is sold out, whichever comes first.** After that date, our Conference rate cannot be guaranteed.
- Hotel check in time is 4 p.m. and check out is 11 a.m.
- All rooms are equipped with refrigerators.
- Complimentary Wi-Fi is available in overnight guest rooms, public areas and meeting space.
- All AAP Conference attendees are eligible for a ten percent discount on services at the resort's Trillium Spa.

Cancellation Policy: You must cancel your room reservation more than seven days in advance of your expected arrival to avoid any penalty. Cancellations received less than seven days in advance will forfeit one night's room and tax.

Payments by Check: Seven Springs does accept county or personal checks.

Debit/Credit Card Policy: Guests are encouraged use a credit card instead of a debit card to pay for incidental charges at the resort.

Plan Your Trip to Laurel Highlands!

Be sure to check out the Go Laurel Highlands website at www.golaurelhighlands.com to plan your trip!



March 4, 2022

TO: All AAP Members
FROM: Robert Roland, CPE, Immediate Past President
RE: Nomination for Offices of Vice President, Secretary and Treasurer
Term 2022-2023

As called for by the Bylaws of the Assessors' Association of Pennsylvania (AAP), Article IV, Section 1, nominations are being accepted and considered for the offices of Vice President, Secretary and Treasurer of AAP for the 2022-23 term.

If you wish to have your name placed in consideration or if you wish to nominate someone else for any of these offices, please submit a resume to Terry Cochran at AAP - mail to PO Box 60769, Harrisburg, PA 17106-0769 or email to tcochran@pacounties.org. If you are nominating a colleague, please be certain they are willing to serve and meet all qualifications as listed below. All resumes must be received by **April 1, 2022**. Resumes received after this date will not be considered for nomination. If you have any questions, please contact Terry at tcochran@pacounties.org.

AAP Bylaws

Article IV, Section 1

The following Officers of this Association shall be elected at the annual meeting by a majority vote of all members in good standing then present at said meeting:

- A. President, President-Elect, Vice President, Secretary and Treasurer.
- B. The President, President-Elect and Vice President may not succeed themselves in office.
- C. The Secretary and Treasurer may succeed themselves in office for an additional one-year term.
- D. No person may be a candidate for an Officer before first serving at least two (2) years on the Board of Directors.
- E. They shall all hold over in office until their successors qualify.
- F. The President-Elect, and Vice President shall automatically move to a higher office on an annual basis.

AAP Monitoring & Disciplinary Procedure/Policy

(excerpted from the AAP Policies and Procedures)

Section 11 — AAP Monitoring Procedures

- a. All AAP sponsored sessions for recertification credit will be monitored by two designated active members to control entrance into and exit from the classroom. The education committee shall instruct the monitors in the proper procedures. Beyond the normal assigned breaks, each student will be allowed ten minutes during the morning session and ten minutes during the afternoon session to be used towards late arrivals and/or unscheduled breaks not to exceed ten minutes per session.
- b. Students will be required to sign out and sign in with the monitor noting the times. The official starting time for class shall be the advertised starting time. An official clock/timepiece for each class will be used to record all individual breaks and assigned breaks.
- c. Failure to comply with this procedure will result in not being issued a certificate for the seminar.

Section 12 — AAP Board of Appeals

- a. The Board of Appeals will consist of three (3) active members and one (1) active member alternate to be appointed by the AAP President and approved by the AAP Board.
- b. Appeals from the decision of the designated monitors not to issue a certificate of completion must be submitted with all the facts in writing within ten (10) working days to the AAP Board of Appeals. Written review and final action by the Board of Appeals will be given within thirty (30) days. Copies will be furnished to the student, the President and the Chair(s) of the Education Committee.
- c. In the event that the student is dissatisfied with the decision of the AAP Board of Appeals, the student may petition The President and the Chair(s) of the Education Committee within ten (10) working days. The President and the Chair(s) of the Education Committee may pick an additional Officer, so the total may be three people. This group shall be called the AAP Executive Board of Appeals. Final action by the Executive Board of Appeals will be given within thirty (30) days.

AAP Code of Conduct

Effective February 1, 2018, the AAP Code of Conduct applied to all AAP events, conferences and classes. The code has been published on the AAP website and is included in your Conference materials.

AAP Commitment of Well-Being

The AAP, as an affiliate of the County Commissioners Association of Pennsylvania (CCAP), is committed to taking precautions that provide a safe environment for all event attendees and staff. Prior to your arrival, you will be required to agree to adhere to these guidelines and safety practices. Each participant is asked to follow the Commitment to Well-Being guidelines while attending the Conference.

The Commitment to Well-Being is a living document that will continue to evolve, incorporating features that will further enhance the onsite experience and safety for everyone in attendance. Any updates to the document will be shared with attendees as we move closer to the Conference.

ADA Accommodations: If you have any special dietary or physical accommodations or needs as defined by The Americans with Disabilities Act (ADA), please notify the AAP staff in advance of the Conference. Please contact Lori Lawyer at (717) 736-4712 or llawyer@pacounties.org or Terry Cochran at (717) 736-4734 or tcochran@pacounties.org.

AAP Monitor Volunteer/New CPE/Meal Tickets

Please fill out the appropriate portion(s) of this form and send it in with your registration or send it to Lori Lawyer via email to llawyer@pacounties.org by **April 1, 2022**.

Name _____ County/Firm _____

Daytime Phone _____ Email Address _____

AAP Monitor Volunteer*

I want to volunteer as a monitor for the following courses:

1st Choice _____

2nd Choice _____

** If you volunteer to be a monitor for the Conference classes, you will be required to attend one of the monitor briefing sessions at 8 a.m. on Wednesday or Thursday during the Conference.*

New CPEs

Yes, I am a new CPE and have not been recognized (must be a member of AAP). I will be attending the banquet on Thursday, May 5, 2022.

Extra Meal Tickets

If you would like to purchase extra meal tickets for a spouse or guest who is not registered for the AAP Conference, please fill out the information below. **Remember, if you are registered for the conference, your meals are included in the registration fee.** Please make your check payable to AAP.

Please indicate how many extra tickets you will need:

_____ Wednesday Lunch	\$32
_____ Wednesday's Dinner	\$64
_____ Thursday Lunch	\$36
_____ Thursday Annual Banquet	\$62

EDUCATION DINNER AND AUCTION!

6:30 p.m., Wednesday, May 4

*Join us to celebrate Cinco De Mayo!
(a day early!)*

*Wear your comfortable casual clothes for a
fun evening with friends!*

AAP is holding the regular auction plus a **silent auction!**

The AAP is asking each county to contribute items for the auction. All proceeds from this event go to the AAP Chapter Education Fund which benefits all AAP chapters. **In order to organize the auction, AAP will need to know what items your county will be donating for the auction. Please send a description of your auction items by April 12 to Lori Lawyer at llawyer@pacounties.org.**

**Join us for this casual, fun evening and
take home some treasures!**

