



AAP Fall Conference

Lancaster Marriott at Penn Square

November 17 and 18, 2022



**Online Registration
Is Open!**



**AAP is an affiliate of the
County Commissioners Association of Pennsylvania**



September 16, 2022

TO: AAP Members

FROM: Jennifer Pettina, CPE, AAP President

RE: 2022 Fall Conference Registration

On behalf of the AAP Officers and Board of Governors, I invite you to attend the AAP 2022 Fall Conference at the Lancaster Marriott at Penn Square in Lancaster, PA this November. The current recertification period started on July 1, 2021 and ends June 30, 2023. One of the best ways to earn your recertification credits is to attend the AAP Fall Conference. Along with earning your credit hours, the Conference is a perfect opportunity to network with your peers from around the state and exchange ideas and information.

Conference Schedule. Our 2022 Fall Conference will be November 17 and 18 at the Lancaster Marriott. Enclosed is a Conference agenda detailing the classes being offered. Remember, credit hours are earned an hour for an hour. If you have any questions about the agenda, please call Terry Cochran, AAP Executive Director, at (717) 736-4734 or email her at tcochran@pacounties.org.

Conference Registration. Online registration is now open! Go to the AAP website, www.paassessors.org, and use the Fall Conference link to register for classes. You can still register by using the enclosed registration form and emailing or mailing it to AAP with your check made payable to "AAP" but we encourage you to use our online registration if possible. If you have registration questions, please call Lori Lawyer, AAP Management Associate, at (717) 736-4712 or email her at llawyer@pacounties.org.

Online registration will close on November 11 at noon. After that time, you can register by emailing Lori Lawyer at llawyer@pacounties.org.

Hotel Reservations. The Lancaster Marriott accepts room reservations using the link located on our Conference page on the website. The deadline to reserve your room is **5 p.m. on October 26, 2022** or until the room block is sold out, whichever comes first. After that date, our Conference rate cannot be guaranteed.

All reservations must be secured with a credit card upon booking. Please review the additional hotel information on page 8.

Monitoring Procedures. Included in this mailing is an explanation of AAP's monitoring and disciplinary procedures and the AAP Code of Conduct. *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.*

I look forward to seeing you in November!

AAP Fall Conference

Lancaster Marriott at Penn Square

AGENDA *(This agenda is subject to change)*

Thursday, November 17

7:30 a.m. - 4:30 p.m. Conference Registration and Exhibits Open

8 - 9 a.m. Continental Breakfast

MORNING SESSIONS

9 a.m. - noon **Field Inspection 101** (3.0 hours)

This class will consider a variety of different topics assessors and data collectors encounter. Topics include the "dos and don'ts" when doing field inspections, what goes into giving structures a grade, and assigning an effective year. Our instructors will also cover the new ANSI measuring standards, related PA Assessment Law and review two Monroe County court cases on what constitutes spot assessment and change of use.

Cindy Treible, CPE, Chief Assessor, Monroe County

Tom Hill, CPE, Member, Board of Appeals, Monroe County

Familiarizing CPEs with the Functions and Responsibilities of BPOA and SBCREA (3.0 hours)

AAP is pleased to present this opportunity for assessors to learn more about the roles of the Bureau of Professional and Occupational Affairs (BPOA), PA Department of State and the Board Member, PA State Board of Certified Real Estate Appraisers (SBCREA) and how these boards work with and oversee the CPE licensure process.

Please bring your questions for our panel!

Speakers - TBD

The Pennsylvania Land Bank Law and The Role of The Assessment Office in the Work of a Land Bank (3.0 hours)

This session will provide background information on the Pennsylvania Land Bank Law, how Land Banks accomplish their primary goal of repurposing and redeveloping blighted and abandoned properties, and how county assessment offices can work with Land Banks to achieve success. A case study from Lawrence County will be featured which describes how the county assessment office has assisted the Lawrence County Land Bank in focusing its efforts on blighted neighborhoods by providing information on specific properties, documenting the effect of blight on adjoining properties, and providing investors with comparable sales information to assess the investment opportunity.

Christopher Gulotta, Principal, The Gulotta Group LLC

Charles "JR" Hardester, CPE, Chief Assessor, Lawrence County

noon **Lunch** (Included in class registration fees)

AAP Fall Conference

Lancaster Marriott at Penn Square

AGENDA

Thursday, November 17 (continued)

AFTERNOON SESSIONS

1:30 - 4:30 p.m.

Spot Assessment (3.0 hours)

This class includes an overview the spot assessment law, discussion of the Uniformity Clause, and an examination of the spot assessment definition and prohibition under the Consolidated County Assessment Law. Additionally, there will be a review of pertinent court cases and a discussion of how assessors should deal with spot assessment issues during their day to day operations.

Sharon DiPaolo, Attorney, Partner, Siegel Jennings

Reappraisal Planning & Implementation (3.0 hours)

This course is a condensed version of IAAO's two-day workshop covering the topic of "Reappraisal Planning & Implementation." The primary topics covered are: The Mass Appraisal Process (planning, management tools, analysis of resources, data collection, approaches to valuation, performance analysis); Statistics in Mass Appraisal (roles of statistics, measures of central tendency, measures of dispersion); Measurements of Assessment Uniformity (assessment uniformity, correlation and regression analysis); Mass Appraisal – Implementation Methods & Techniques (mass appraisal of land and improved properties).

Shannon Hiss, Assessment Advisor, RES, RMA, International Association of Assessing Officers (IAAO)

Evening

On Your Own

There are many restaurants within walking distance of the Marriott as well as the Marriott's Plough restaurant onsite.

Friday, November 18

8 - 9 a.m.

Continental Breakfast

8 a.m. - noon

Conference Registration and Exhibits Open

9 a.m. - noon

Assessment Appeals – A Beginners (3.0 hours)

This course is geared to new CPEs or assessors who may not have an active role in the appeal process. Our instructors will discuss the different types of appeals, who can appeal, hearing procedures, and written evidence and review of appraisals.

Angelia Tennes, CPE, Chief Assessor, McKean County

Joseph J. Galbo III CPE, Chief Assessor, Crawford County

Charles "JR" Hardester, CPE, Chief Assessor, Lawrence County

AAP Fall Conference

Lancaster Marriott at Penn Square

AGENDA

Friday, November 18 (continued)

9 a.m. - noon

Effective Communication in Assessment (3.0 hours)

An often-overlooked skill for assessors is the ability to communicate effectively with complicated subject matter to emotionally charged individuals. Improving communication skills can help de-escalate conflict and improve overall job satisfaction. Effective communication can build relationships with municipal officials, third party agencies, and taxpayers to ensure assessors obtain necessary information for a complete and thorough ad valorem valuation.

Janet Courson, CPE, Crawford County

**Cell Tower & Billboard Assessment:
Advanced Valuation Applications** (3.0 hours)

This course will illustrate the application of traditional methods of real estate valuation to unique parcels that include a cell phone tower or billboard. Both the market and income approaches to value will be discussed in valuing these parcels.

*Michael G. McFarlane, CPE, Appraisal Senior Project Supervisor,
Tyler Technologies, Inc.*

noon

Adjournment



See you at the AAP 2023 Annual Conference!
May 3 to 5 at the Kalahari Resorts & Conventions
Pocono Manor, PA

**AAP Fall Conference Registration
Lancaster Marriott at Penn Square
November 17 and 18, 2022**

Conference Registration Rates*: Member Fee: \$300 Non Member: \$600

Thursday, November 17

Check class(es) you wish to attend:

- A - Field Inspection 101 (3 Hours)
- B - Morning - Responsibilities of BPOA and SBCREA (3 Hours)
- C - Morning - The PA Land Bank Law (3 Hours)
- D - Afternoon - Spot Assessment (3 Hours)
- E - Afternoon - Reappraisal Planning & Implementation (3 Hours)

Friday, November 18

Check class you wish to attend:

- F - Assessment Appeals – A Beginners Guide (3 Hours)
- G - Effective Communication in Assessment (3 Hours)
- H - Cell Tower and Billboard Assessment (3 Hours)

Total Amount Enclosed \$ _____

* Your registration fee includes Class Materials, Continental Breakfasts, Thursday's Lunch and All Breaks

2022 AAP FALL 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)

CPE Number _____ County/Firm _____

Phone _____ Fax _____

Mailing Address _____

Email Address _____ Years of Assessment Service _____

Special Physical or Dietary Requirements _____

CANCELLATION POLICY There will be a \$25 service charge for each separate seminar refund requested before **October 23**. No refunds will be processed after October 23, 2022. **Substitutions are allowed.**

Make check payable to "AAP" and return with registration form to:

**AAP Fall Conference, PO Box 60769, Harrisburg, PA 17106-0769 or
email to Lori Lawyer at llawyer@pacounties.org.**

AAP Monitoring & Disciplinary Procedure/Policy

(excerpted from Article V, AAP Policies and Procedures)

Section 15 -- AAP Board of Appeals 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. (Amended January 13, 2006.)
- d. Requests for Certificates by non-AAP members will require a \$10.00 processing fee, payable to the AAP, either directly to or through the local education chapter. (Amended January 21, 2022)

Section 16 -- 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. (Section added January 13, 2006)
- d. In matter before the Board of Appeals that concern violation of the AAP Code of Conduct, the Board shall follow the disciplinary procedures outline in Article VII of the AAP Bylaws. (Amended January 21, 2022)

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.

Explore Lancaster County

Beautiful and diverse Lancaster County is ready to welcome you and your families this summer! From lush farmland, musical theatre and outdoor adventures to the bustling downtown with so many restaurants and shopping opportunities, Lancaster has something for everyone!

The Marriott is located in downtown Lancaster and is within walking distance of many wonderful restaurants and dining experiences. If you're at the Conference on Friday, November 18, don't forget to hit up Lancaster's Central Market, located right across the street from the Marriott, before you leave town to sample some of Lancaster County's best culinary offerings, fresh fruit and vegetables and other items!

Visit DiscoverLancaster.com for more information on what to do while you're here! We can't wait to see you in November!



Lancaster Marriott at Penn Square

25 South Queen Street
Lancaster, PA 17603
(717) 239-1600

<https://www.marriott.com/en-us/hotels/lmsmc-lancaster-marriott-at-penn-square>

Important Hotel and Reservation Information

All Conference attendees will be staying at the gorgeous **Lancaster Marriott at Penn Square**. The hotel is located in busy downtown Lancaster and features several new restaurants along with a roof top bar and restaurant with panoramic views, a new guest tower, and wonderful hospitality. Please be sure to check the restaurant hours when you arrive at the Marriott.

The Marriott rooms feature lavish bedding, LCD televisions, a mini refrigerator, and complimentary Wifi (for Marriott Bonvoy members). Guests also have access to the hotel's fitness facilities and an on-site spa. Please make your room reservation online using our hotel reservation link. You must secure your room with a credit card. If you would like to call in your reservation, you can reach the Marriott at (717) 239-1600.

Our room rate at the Lancaster Marriott is \$149 for single, double, triple or quad occupancy plus 11 percent in state and local taxes. The deadline to make your overnight reservation at the Lancaster Marriott is 5 p.m. on October 26, 2022 or until our room block fill, whichever comes first.

Marriott Bonvoy Program – Be Sure to Join!

Before your Fall Conference stay at the Lancaster Marriott, please be sure to join the Marriott Bonvoy program. All program members earn points for their stay and any future stays, but also receive free wifi in their guest rooms. Members also have a smoother check in process since the hotel will have member information ready upon arrival.

Marriott Debit Card and County Check Policy

Guests are encouraged to not use a debit card to pay for incidental charges at the Marriott. The hotel places an automatic hold of \$75/night on your card at check in. The hold can take up to two weeks to be released.

The hotel does not accept county checks as payment for overnight rooms. Only major credit cards are accepted.

Marriott Cancellation Policy

Hotel guests may cancel their reservations at no charge before 11:59 p.m. local hotel time on the day before arrival. After that date, the hotel will assess guests for one night's stay.

Parking

The Lancaster Marriott at Penn Square has a parking garage (the Penn Square Garage) attached to the hotel. An elevator on each floor will take guests directly to the hotel lobby. If the Penn Square garage is full, there are several other Lancaster Parking Authority garages within walking distance of the hotel.

During the AAP Fall Conference, our Conference guests have been granted a discounted \$10 per day parking rate for both overnight and day guests whether you park in the Marriott's garage or other Lancaster Parking Authority garages

AAP Monitor Volunteer Form

Please fill out the appropriate portion(s) of this form and send it in with your registration or send it to Lori Lawyer at *llawyer@pacounties.org* by **October 31, 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 _____

Monitor Training

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 Thursday or Friday morning during the Conference.