



AAP 2021 Virtual Annual Conference *Education Series*

**May 5 and 6
May 11 and 12**

All classes will be held via the Zoom platform.



**Robert Roland, CPE
AAP President
Bedford County**

AAP is an affiliate of the
County Commissioners Association of Pennsylvania



March 9, 2021

TO: AAP Members
FROM: Robert Roland, CPE, AAP President
RE: 2021 Virtual Annual Conference Education Series

The Assessors' Association of Pennsylvania is pleased to announce that we will be holding both our Annual Conference and Membership Meeting as virtual events this May via the Zoom platform, similar to the 2020 Virtual Fall Conference.

The current recertification period started on July 1, 2019 and ends June 30, 2021. Thanks to the hard work of our AAP staff, the AAP Education Committee and the AAP Conference Planning Committee, a series of virtual classes has been created to assist all CPEs in obtaining enough credits for license recertification.

On behalf of the AAP officers and Board of Governors, I invite you to attend the AAP's Virtual Annual Conference classes on May 5, 6, 11 and 12. This is an opportunity for you to earn the rest of your continuing education toward your license renewal or if you have your credits, you can take some great educational classes!

Conference Schedule. Enclosed is the 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. Please register by completing the enclosed registration form and mailing it to AAP along with your check made payable to "AAP." AAP will not be offering online registration for this Conference. *This is a temporary cost-savings measure for the association.*

We encourage you to send your registrations via email or fax as soon as you receive this information. Please email your registration forms to Lori Lawyer at llawyer@pacounties.org or fax them to her at (717) 526-1020. Next, mail in your check to AAP, Attn: AAP Annual Conference, to the address on the registration form with a copy of your registration form.

If you have registration questions, please call Lori Lawyer, AAP management associate, at (717) 736-4712 or email her at llawyer@pacounties.org.

Confirmations for the classes will be emailed to registrants starting on **April 8** and then every Friday thereafter for new registrations.

AAP Awards Program Update. At this time, AAP is planning to hold the Fall Conference in-person at the Kalahari Resort in Pocono Manor where we hope to hold the 2021 Awards Banquet to recognize our awards recipients and new CPEs. A call for 2021 nominations will go out with the Fall Conference registration information sometime in early September.



General Membership Meeting. Please plan now to attend the AAP General Membership Meeting on **Wednesday, May 4 at 1 p.m.**, where all AAP members in good standing will have the opportunity to vote for AAP's next Vice President, Secretary and Treasurer and conduct other AAP business.

Nomination for AAP Secretary. 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 at tcochran@pacounties.org. Please see the message from Immediate Past President in these registration materials. 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 12, 2021**. Resumes received after this date will not be considered for nomination.

Monitoring Procedures. Included in the registration information 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.

Virtual Learning Guidelines. AAP's Virtual Learning Guidelines for the Conference are on the AAP website and should be reviewed prior to the Conference.

Our Conference Technical Partner: Vision Government Solutions has graciously offered AAP their assistance in running the technical end of the Conference and we thank them for their continued support of our association over the last year.

Additional Conference Partners: AAP is fortunate to receive the support of many other industry-related firms and organizations at our conferences and all during the year. Many thanks to those who continue to support the AAP!

If any of those firms and organizations would like to sponsor the Virtual Annual Conference, please review the sponsorship opportunities on the AAP website and complete the sponsorship contract.

I look forward to another successful AAP conference and to seeing you online in May!

AAP 2021 Virtual Annual Conference

Wednesday, May 5

8:30 a.m. Sign In to Zoom Classroom

9 a.m. - noon **Act 319 Preferential Assessments** (3.0 hours)

This class will give a brief history of Clean and Green and the amendments to the original law. The panel will then discuss the three categories that an owner can be approved under, and then focus on what a split-off is compared to a separation. The panel will then share scenarios that have come up dealing with these two issues, and their resolutions.

Randy Waggoner, CPE, Chief Assessor, Perry County

Deborah Crawford, CPE, Administrative Dir. of Assessment/Tax Claim/Planning

noon to 1:30 p.m. **Lunch Break**

1 p.m. Sign In to Zoom Classroom

1:30 - 4:30 p.m. **Real Estate Litigation Part 2** (3.0 hours)

Our speaker will provide an update on legislation affecting assessment offices and an update of cases involving assessment issues.

Jeff Engle, Esquire, AAP Solicitor, Shaffer & Engle Law Offices, LLC

Thursday, May 6

8:30 a.m. Sign In to Zoom Classroom

9 a.m. to noon **Retail Shopping Center Appraisal and Appeal** (3.0 hours)

Class instructors will discuss the various issues and major aspects of appraising shopping centers for assessment appeal. Key topics will include data collection, market trends, valuation techniques and appraisal topics.

Mark Kenney, MAI, SRPA, MRICS, MBA, President, American Valuation Group, Inc.

John Crognale, MAI, Principal, Capital Valuation Partners

noon to 1:30 p.m. **Lunch Break**

1 p.m. Sign In to Zoom Classroom

1:30 to 4:30 p.m. **Adjusting Comparable Sales for Concessions** (3.0 hours)

This class will cover why concessions matter and the sources through which concessions can be verified. CPE's will also learn about the two main types of concessions (seller v. financing); the two primary methods for adjusting for the presence of a financing concession; the strong influence market conditions have on the availability of concessions. Finally, the class will review the guidelines from different industry organizations to understand their perspective on concessions and recommendations on the adjustment process.

Michael McFarlane, Real Property Evaluation Manager, Office of Property Assessment, City of Philadelphia

AAP 2021 Virtual Annual Conference

Tuesday, May 11

- 8:30 a.m. Sign In to Zoom Classroom
- 9 a.m. to noon **What's the Difference: Double Wide or Modular House Construction** (3.0 hours)
This class will identify the key differences between a doublewide manufactured home and a modular home. Students will learn the history of why manufactured and modular homes came into existence, the difference in the construction methods and building code for each type of home as well as discussing the approaches used when valuing these home along with methods to finance them.
Charles 'R' Hardester, CPE, Chief Assessor, Lawrence County
- noon to 1:30 p.m. **Lunch Break**
- 1 p.m. Sign In to Zoom Classroom
- 1:30 to 4:30 p.m. **GIS for Assessment** (3.0 hours)
The class will give participants a look at how GIS is being used within assessment from the most basic uses to some more sophisticated use cases. Participants will also get firsthand knowledge about how GIS was used in conjunction with appeals in Centre County.
Mark Kellerman, CPE, Chief Assessor, Centre County
Nick Barger, GIS Director, Centre County

Wednesday, May 12

- 8:30 a.m. Sign In to Zoom Classroom
- 9 a.m. to noon **Valuation & Assessment of Affordable (Subsidized) Housing** (3.0 hours)
This presentation will provide an overview in the valuation of Low Income Housing Tax Credit (LIHTC) properties, which is a form of affordable housing constructed or rehabilitated with support from federal tax incentives. The rent restricted nature of this property type presents unique valuation challenges that must be considered in all three approaches to value. Additionally, the net leased real estate market and the value influence that a credit tenant may have on the occupied real estate will be reviewed.
Robert Stout, MAI, Sammartino, Stout & Lo Presti Inc.
Sergio S. Lo Presti, MAI, Sammartino, Stout & Lo Presti Inc.
- noon to 1:30 p.m. **Lunch Break**
- 1 p.m. Sign In to Zoom Classroom
- 1:30 to 4:30 p.m. **Application of Costing Methods and Techniques for Estimating Accrued Depreciation** (3.0 hours)
This course is designed to reacquaint assessors/appraisers with the cost approach to value. This course will review various methods for developing cost and new and accepted methods for estimating accrued depreciation. Students will compute cost new for a commercial building and estimate depreciation by the indirect and direct techniques, specifically the breakdown, the age-life, and the abstraction/extraction methods.
Steve Howe, CPE and Thomas Hill, CPE, Assessment Board, Monroe County

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.

Dates to Remember

- **April 23** - Deadline to register for Virtual Annual Conference classes. Please send your Conference registration form mailed, emailed to Lori Lawyer at llawyer@pacounties.org or faxed to her at (717) 526-1020.
- **May 4 at 1 p.m.** - AAP Membership Meeting (Virtual via Zoom)
Access information will be sent out by April 27.
- **May 5, 6, 11 and 12** - AAP Virtual Annual Conference classes (Virtual via Zoom)
- **June 3** - Act 28 with Charles 'JR' Hardester (Virtual via Zoom)
- **June 22** - USPAP with Steve Howe (Virtual via Zoom)
- **July 9** - AAP Board of Governors' Meeting (Virtual via Zoom)
- **November 4 and 5** - AAP Fall Conference, Kalahari Resorts, Pocono Manor



March 8, 2021

TO: All AAP Members

FROM: Mark Kellerman, CPE, Immediate Past President

RE: Nomination for Offices of Vice President, Secretary and Treasurer
Term 2021-2022

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 2021-22 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 at 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 12, 2021**. Resumes received after this date will not be considered for nomination. If you have any questions, please contact Terry at (717) 736-4734.

AAP Bylaws

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 Virtual Annual Conference Registration May 5, 6, 11 and 12

Attendees can take classes individually or take advantage of the \$300 fee for access to all eight classes. **Check class(es) you wish to attend:**

Wednesday, May 5

	Member Fee	Non Member Fee
<input type="checkbox"/> A - Morning - Act 319 Preferential Assessments (3 Hours)	\$50	\$75
<input type="checkbox"/> B - Afternoon - Real Estate Litigation - Part 2 (3 Hours)	\$50	\$75

Thursday, May 6

<input type="checkbox"/> C - Morning - Retail Shopping Center Appraisal (3 Hours)	\$50	\$75
<input type="checkbox"/> D - Afternoon - Adjusting Comparable Sales (3 Hours)	\$50	\$75

Tuesday, May 11

<input type="checkbox"/> E - Morning - Doublewide or Modular (3 Hours)	\$50	\$75
<input type="checkbox"/> F - Afternoon - GIS for Assessment (3 Hours)	\$50	\$75

Wednesday, May 12

<input type="checkbox"/> G - Morning - Assessment of Affordable Housing (3 Hours)	\$50	\$75
<input type="checkbox"/> H - Afternoon - Application of Costing Methods (3 Hours)	\$50	\$75
<input type="checkbox"/> Full Conference (Best Value)	\$300	\$400

Total Amount Enclosed \$ _____

We highly encourage you to send your registration via email or fax as soon as you receive this information. Please email your registration form to Lori Lawyer at llawyer@pacounties.org or fax it to her at (717) 526-1020.

2021 AAP VIRTUAL 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)

CPE Number _____ County/Firm _____

Phone _____ Fax _____

Mailing Address _____

Email Address _____ Years of Assessment Service _____

Special Physical Requirements _____

REFUNDS: No refunds will be processed after **April 28, 2021**. Substitutions are allowed. Please register by **April 23**.

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

AAP Virtual Annual Conference
PO Box 60769
Harrisburg, PA 17106-0769

Phone: (717) 526-1010
Fax: (717) 526-1020