



# *Assessors' Association of Pennsylvania*

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## **71<sup>st</sup> Annual Conference on Assessment Administration**

Registration Materials Inside! \* Don't Delay!



Point State Park



City Skyline



Duquesne Incline

**May 1 - 3, 2019**

**Sheraton Pittsburgh Hotel at Station Square  
Pittsburgh, PA**



**COUNTY COMMISSIONERS**  
Association of Pennsylvania

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



March 1, 2019

TO: AAP Members  
FROM: Deborah Crawford, CPE, President  
RE: AAP Annual Conference Registration

The Assessors' Association of Pennsylvania (AAP) is pleased to be holding our 71st Annual Conference at the Sheraton Pittsburgh Hotel at Station Square in Allegheny County. This Conference, scheduled for **May 1 to 3**, is one of the best ways to earn recertification credit hours with the State Board of Certified Real Estate Appraisers 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, go to the AAP website, [www.paassessors.org](http://www.paassessors.org), and click on the Annual Conference link. You can still register by using the enclosed registration form and mailing it with your check made payable to "AAP" to the address listed on the form. If you have registration questions, please call Lori Lawyer, AAP Administrative Assistant, at (717) 736-4712 or email her at [llawyer@pacounties.org](mailto:llawyer@pacounties.org).

**Hotel Reservations.** Our members will be staying at the Sheraton Pittsburgh Hotel at Station Square. You can make your hotel reservation online or over the phone. For online reservations, please visit the link under the AAP Annual Conference link on our website, [www.paassessors.org](http://www.paassessors.org). The Sheraton's link will automatically take you to the group reservation site for our Conference. You must secure your room with a credit card. If you would like to call in your reservation, you can reach the Sheraton at (412) 261-2000 and reference our room block code of **Assessors' Association of PA 2019 Annual Conference**. **Our reservation deadline is March 30.**

**AAP Education Auction!** We will be holding our annual auction to benefit the AAP Chapter Education Fund after the dinner on **Wednesday, May 1**. We are asking each county to donate three 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 for the auction. Please send a description of your auction items by April 12 to Terry Cochran at [tcochran@pacounties.org](mailto:tcochran@pacounties.org).**

**Officer/Board Appointment.** I have appointed Past President Larry Shubert as Chair of the Nominating Committee. Nominations for Vice President, Secretary and Treasurer should be sent by **April 1** to: Terry Cochran, AAP Deputy Director, at PO Box 60769, Harrisburg, PA 17106-0769 or [tcochran@pacounties.org](mailto:tcochran@pacounties.org). Please see the enclosed letter from Larry. **Local chapters must also notify Terry about who will be their AAP Board of Governors' representatives for 2019-20 (term starts at July 2019 board meeting at the CCAP office).** 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 2**, 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, chaired by Cindy Treible, Monroe County, is seeking nominations for the AAP Awards. A nomination form and award criteria can be found at the Annual Awards link on the AAP website. Nominations should be sent to Terry Cochran at the AAP office by **April 3**. *Forms for both the AAP annual awards and the service awards are also included in the Conference email.*

**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 Pittsburgh!

**AAP 71<sup>st</sup> Annual Conference**  
Sheraton Pittsburgh Hotel at Station Square - May 1 to 3, 2019  
**AGENDA** - (This agenda is subject to change)

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**Wednesday, May 1**

8 a.m. **Conference Registration and Coffee Break**

8 a.m. to 4:30 p.m. **Exhibits**

9 a.m. - noon **Data Collector Standards** (3.0 hours)

The Local Government Commission's (LGC) Assessment Reform Task Force adopted *Data Collector Standards* on September 21, 2017. At the September 27, 2017 LGC meeting, the document was adopted as best practices for CCAP and the AAP. While this topic is going to be 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.

*Steve Howe, CPE, Director of Assessment, Dauphin County*

*Rita Yannayon, CPE, Senior Appraiser, Erie County*

**What Makes A Good House Go Bad** (3.0 hours)

Real estate broker and real estate instructor Adam Conrad provides insight into the things which can cause a home to deteriorate. There will be discussion on construction materials and methods as well as environmental conditions which can affect its longevity. Just when you thought you have seen everything, this course can help you be more familiar with homes and home construction.

*Adam Conrad, MBA, CRB®, SRS®, ePro®, SRES®, CDEI™, Broker*

*Perry Wellington Realty, LLC*

**Understanding TIF, LERTA & KOZ** (3.0 hours)

The class will focus on an explanation and review of TIF, LERTA and KOZ programs.

*Anthony Alu, CPE, Director of Assessment, Luzerne County*

noon - 1:30 p.m. **Lunch** (Included in conference fee)

1:30 - 4:30 p.m. **Interpreting and Understanding Deeds** (3.0 hours)

This class will focus on presenting an in-depth analysis of understanding the law pertaining to deeds and conveyances. The instructor will provide a history and description of interpreting and understanding of deeds.

*Lawrence B. Mansfield, Esquire. Law Office of Lawrence B. Mansfield*

**Developing a Winning Team** (3.0 hours)

This class will provide a look at the tax assessment office and discuss methods to assure a positive atmosphere for all employees to develop to the best of their ability.

*Anthony Alu, CPE, Director of Assessment, Luzerne County*

**Assessment Appeals - A Beginners Guide** (3.0 hours)

This seminar is designed to introduce new or less experienced assessors to the appeals process, appeal laws and some policies and procedures.

*Angelia Tennes, CPE, Chief Assessor/Director of Tax Claim, McKean County*

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**Wednesday, May 1 (continued)**

6 p.m. **Dinner/AAP Chapter Education Auction** (Included in conference fee)  
Don't forget to bring your county's items for the auction.

**Thursday, May 2**

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

7:30 a.m. to noon **Exhibits**

8 a.m. **Annual Membership Meeting**  
Presiding - *Deborah Crawford, CPE, AAP President, Tioga County*

9 a.m. - noon **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*

**Basic Income Formula  $V=1/R$  \*\*** (3.0 hours)

This course will cover terminology associated with the income approach to value. Also the steps in the approach to value will be covered along with reconstruction of the operating expense statements and the determination of the net income. Converting the net income to a value indication using various capitalization approaches and techniques will be discussed and demonstrated.

**\*\*Students will need to bring a calculator to this class.**

*Richard J. Drzewiecki, MAI, CPE, President, PA General Certified Appraiser  
Appraisal & Marketing Associates, Inc.*

**Act 319 – What Constitutes a Violation** (3.0 hours)

Clean and Green is widespread with over 10 million acres enrolled statewide. This course provides an overview of the Clean and Green Act, including permitted uses, potential violations and scenarios. The course is structured but provides opportunity for discussions.

*Deborah Crawford, CPE, Chief Assessor/Tax Claim Director, Tioga County  
Randy Waggoner, CPE, Chief Assessor, Perry County  
Doug Wolfgang, Director, Bureau of Farmland Preservation, PA  
Department of Agriculture  
Stephanie Zimmerman, Administrative Officer, Bureau of Farmland  
Preservation, PA Department of Agriculture*

noon **Past President's Luncheon** (Included in conference fee)

1:30 - 4:30 p.m. **Analyzing Assessment Appeals of Retail Big Box Stores** (3.0 hours)  
The course will cover topics relating to various big-box issues, including dark store theory, fee simple, and the bundle of rights. We will discuss what are truly comparable sales and some of the issues raised about market value. Some other topics we will address deal with various claimed forms of obsolescence and restrictive covenants (deed restrictions).

*Peter F. Korpacz, MAI, CRE, FRICS, Founder/President, Korpacz Realty Advisors, Inc.  
Irene E. Sokoloff, MAI, CAE, Korpacz Realty Advisors, Inc.*

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**Thursday, May 2 (continued)**

- 6 p.m.                    **Banquet** (Included in conference fee)  
*Semi-formal dress is requested for the banquet.*  
**Annual and Service Award Presentations**  
**New CPE Recognition**  
**Changing of the Gavel**

**Friday, May 3**

- 8 a.m.                    **Conference Registration and Coffee Break**

- 9 a.m. to noon        **Exhibits**

- 9 a.m. to noon        **Appraisal of Golf Courses** (3.0 hours)

The course will cover golf course valuation, both public and private, by two appraisal professionals.

*Robert Stout, MAI, Sammartino, Stout & Lo Presti Inc.*

*Sergio S. Lo Presti, MAI, Sammartino, Stout & Lo Presti Inc.*

- Application of Costing Methods and Techniques for Estimating  
Accrued Depreciation \*\*** (3.0 hours)

The *Application of Costing Methods and Techniques for Estimating Accrued Depreciation* course is designed to reacquaint assessors/appraisers with the Cost Approach to value - one of the three methods for estimating market value. This course will review various methods for developing cost 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.

**\*\*Students will need to bring a calculator to this class.**

*Steve Howe, CPE, Director of Assessment, Dauphin County*

- Preparing for Real Estate Litigation** (3.0 hours)

Assessors are routinely called to testify in assessment litigation. This class will help assessors understand their role prepare their testimony. The final hour of the class will be legal update of current and pending assessment law cases.

*M. Janet Burkardt, Esquire, Managing Partner, Weiss Burkardt Kramer LLC*

- noon                    **Adjournment**

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](mailto:llawyer@pacounties.org) or Terry Cochran at (717) 736-4734 or [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

**AAP 71<sup>st</sup> Annual Conference**  
**Sheraton Pittsburgh Hotel at Station Square**  
**May 1 to 3, 2019**

**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.*

**Wednesday, May 1**

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

- A) Data Collector Training (3 Hours, morning)
- B) What Makes a Good House Go Bad (3 Hours, morning)
- C) Understanding TIF, LERTA & KOZ (3 Hours, morning)
- D) Interpreting and Understanding Deeds (3 Hours, afternoon)
- E) Developing a Winning Team (3 Hours, afternoon)
- F) Assessment Appeals - A Beginners Guide (3 Hours, afternoon)

**Thursday, May 2 - Please check the class(es) you wish to attend:**

- G) Validating Real Property Sales (3 Hours, morning)
- H) Basic Income Formula  $V=1/R$  (3 Hours, morning)
- I) Act 319 - What Constitutes a Violation (3 Hours, morning)
- J) Analyzing Assessment Appeals of Retail Big Box Stores (3 Hours, afternoon)

**Friday, May 3 - Please check the class you wish to attend:**

- K Appraisal of Golf Course (3 Hours, morning)
- L) Estimated Accrued Depreciation (3 Hours, morning)
- M) Preparing for Real Estate Litigation (3 Hours, morning)

\*\* Recertification forms will be issued based on the classes selected.                      Amount Enclosed \$ \_\_\_\_\_

**2019 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)*

CPE Number \_\_\_\_\_ County/Firm \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Years of Assessment Service \_\_\_\_\_

**REFUNDS:** There will be a \$50 service charge for each refund requested before **April 10**. No refunds will be processed after **April 10, 2019**. Substitutions are allowed.

Make check payable to "AAP" and return with registration form to: **AAP Annual Conference,**  
**PO Box 60769, Harrisburg PA 17106-0769; phone: (717) 526-1010 fax: (717) 526-1020**

## Sheraton Pittsburgh Hotel at Station Square

300 W. Station Square Drive

Pittsburgh, PA 15219

Phone - (412) 261-2000

[www.marriott.com/hotels/travel/pitps-sheraton-pittsburgh-hotel-at-station-square](http://www.marriott.com/hotels/travel/pitps-sheraton-pittsburgh-hotel-at-station-square)



### About the Sheraton

The Sheraton is the city's premier riverfront hotel!

The hotel offers a fitness center, an indoor pool, free in room Wi-Fi and a free shuttle to any destination within a mile and a half of the hotel. All rooms include a coffee maker, hair dryer and mini fridge. The hotel is located two miles from the Rivers Casino and four miles from the Carnegie Museum of Natural History.

### Dining at the Sheraton

The Sheraton offers several dining options - the Trackside, casual American restaurant, the Center Bar for quick bites and cocktails and the Sheraton Cafe for coffee and snacks.

### Parking at the Sheraton

The Sheraton has a parking garage across the street plus a surface lot next to the hotel. Our discounted parking rate is \$20/day with in and out privileges. Be sure to bring your parking ticket to the hotel's front desk to be validated!

### Important Hotel Information for Your Stay

- Our Conference room rate is \$176.70 (single/double/triple/quadruple occupancy - per room/night) This rate includes the 6% sales tax and the 8% local tax.
- The AAP Conference room block contains rooms with one king or two double beds.
- Hotel check in time is 3 p.m. and check out is noon.
- Complimentary Wi-Fi is available in overnight guest rooms and the hotel lobby. Guests can purchase Wi-Fi for use in the meeting spaces for \$11/day.
- **The deadline to reserve your room is Saturday, March 30, 2019 or until the room block is sold out, whichever comes first.** After that date, our Conference rate cannot be guaranteed.

**Cancellation Policy:** You must cancel your room reservation more than 48 hours in advance of your expected arrival to avoid any penalty. Cancellations received less than 48 hours in advance will forfeit one night's room and tax.

**Payments by Check:** The Sheraton **does not** accept county or personal checks.

**Debit/Credit Card Policy:** Guests are encouraged not to use a debit card to pay for incidental charges at the Sheraton. The hotel will put a hold on your credit or debit card of 30% of the room rate and taxes for your whole stay.

**Station Square Area:** The Sheraton is located in Station Square which is home to many restaurants and attractions including the Hard Rock Cafe, Buca di Beppo, the Gateway Clipper, a Segway tour and the Just Ducky Tours.

### Plan Your Trip to Pittsburgh!

If you're looking for unlimited dining choices, famous museums, indoor and outdoor entertainment options and, of course, professional sports teams, you're in the right place! Pittsburgh is a big city with that small town feel - the city and its residents are very welcoming and ready to show you all the diverse and exciting options the city of three rivers has to offer!

Be sure to check out the VisitPittsburgh website at [www.visitpittsburgh.com](http://www.visitpittsburgh.com) to plan your trip!



March 1, 2019

**TO:** All AAP Members  
**FROM:** Larry Shubert, CPE, Immediate Past President  
**RE:** Nomination for Offices of Vice President, Secretary and Treasurer  
Term 2019-2020

As called for by the Constitution 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 2019-20 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, fax to (717) 526-1020 or email to [tcochran@pacounties.org](mailto: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, 2019**. Resumes received after this date will not be considered for nomination. If you have any questions, please contact Terry at (717) 736-4734.

## **AAP Constitution**

### **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.

#### **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 Wednesday or Thursday during the Conference.

### **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 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 fax at (717) 526-1020, email to [llawyer@pacounties.org](mailto:llawyer@pacounties.org) or mail to AAP by **April 1, 2019**.

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 \_\_\_\_\_

## 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 2, 2019.

## 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	\$42
_____ Wednesday's Dinner	\$52
_____ Thursday Lunch	\$48
_____ Thursday Annual Banquet	\$56

# EDUCATION AUCTION!

*All proceeds benefit AAP chapter education.*

Wednesday, May 1

*Wear your black and **gold** for  
this evening of fun!*

*(It doesn't have to be Pittsburgh  
sports team gear!)*

Don't forget to bring your county's contributions for the AAP Education Auction to be held immediately after our Wednesday night dinner.

AAP is holding the regular auction plus a **silent auction** where bidders make their bids on paper instead of with the auctioneer.

The AAP is asking each county to contribute **three** 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 Terry Cochran at [tcochran@pacounties.org](mailto:tcochran@pacounties.org).**

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