



# 2023 FALL CONFERENCE

NOVEMBER 2 AND 3

PENN STATER HOTEL &  
CONFERENCE CENTER

ONLINE REGISTRATION OPEN!

For More Information:  
**[WWW.PAASSESSORS.ORG](http://WWW.PAASSESSORS.ORG)**

AAP is a partner of the  
County Commissioners Association of Pennsylvania



September 6, 2023

**TO:** AAP Members

**FROM:** Joshua Zeyn, CPE, AAP President

**RE:** 2023 Fall Conference Registration is Open

On behalf of the AAP officers and Board of Governors, I invite you to attend the AAP 2023 Fall Conference at the Penn Stater Hotel & Conference Center in State College, PA this November. The current recertification period started on July 1, 2023 and ends June 30, 2025. 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 2023 Fall Conference will be November 2 and 3 at the Penn Stater. 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 contact Terry Cochran, AAP executive director, at (717) 736-4734 or [tcochran@pacounties.org](mailto:tcochran@pacounties.org).

**Conference Registration.** Online registration is now open! Go to the AAP website, [www.paassessors.org](http://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 contact Lori Lawyer, AAP management associate, at (717) 736-4712 or [llawyer@pacounties.org](mailto:llawyer@pacounties.org).

Online registration will close on October 26 at noon. After that time, you can register by contacting Lori Lawyer at [llawyer@pacounties.org](mailto:llawyer@pacounties.org).

**Hotel Reservations.** The Penn Stater is accepting room reservations using the link located on our Conference page on the website. The deadline to reserve your room is **12:01 a.m. on October 2, 2023** 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!

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# **AAP Fall Conference**

## **Penn Stater Hotel & Conference Center**

### **AGENDA** *(This agenda is subject to change)*

#### **Thursday, November 2**

- 8 a.m. - 4 p.m. Conference Registration and Exhibits Open
- 7 a.m. Beverage Break\*
- 9 a.m. Refreshment Break

#### **MORNING SESSIONS**

9 a.m. - noon **Basic Understanding of Act 319** (3.0 hours)

During this course, our instructors will discuss important definitions and the basics of implementing and administering Clean and Green programs.

*Deborah Crawford, CPE, IAAO-P, PQMC, Administrative Director of Assessment, Tax Claim, Planning and Tioga County Farmland Preservation Administrator*

*Cathy Voda, CPE, Chief Assessor, Wyoming County*

**Assessment Administration Basic** (3.0 hours)

This course is geared to newer CPE's or assessors. Our instructor will discuss the function of the assessment office and annual statutory dates. Students will also review the appeal procedures and functions of the appeal board. There will also be a general discussion of exemptions, assessment of manufactured homes and Act 319.

*Angelia Tennies, CPE, Chief Assessor, McKean County*

**Legal and Constitutional Issues Relating to the Assessment Process** (3.0 hours)

This session, designed for the Board of Assessment Appeals training program through the County Commissioners Association of Pennsylvania (CCAP), covers a lot of ground - glossary of terms, how boards of assessment appeals and assessment revision function, statutory board requirements, and types of appeals. The second half of this session will feature a mock trial session featuring both residential and commercial appeals.

*Sharon DiPaolo, Esquire, CRE, Partner, Siegel Jennings, Co. LPA*

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

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

*Mark Kellerman, CPE, Chief Assessor, Centre County*

*Randy Waggoner, CPE, Chief Assessor, Perry County*

*Barbara Walter, Member, Board of Assessment Appeals, Adams County*

*Members, Board of Assessment Appeals Training Work Group*

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

*\* The AAP will not be providing continental breakfasts during the Conference. The Gardens Restaurant at the Penn Stater is open at 7 a.m. each day for breakfast.*

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# AAP Fall Conference

## Penn Stater Hotel & Conference Center

### AGENDA *(This agenda is subject to change)*

**Thursday, November 2** *(continued)*

#### AFTERNOON SESSIONS

1 - 4 p.m.

##### **Components of a Reassessment** (3.0 hours)

With reassessment and talk of reassessment taking center stage in many counties, this class will take participants through the process of a county reassessment - when is it needed, planning for this undertaking, best practices for data collection and analysis, sending out the notices, and appeals.

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

##### **Act 319: What Constitutes a Violation** (3.0 hours)

In the "What Constitutes a Violation" class, our instructors will be discussing common landowner mistakes which trigger violations, issue scenarios for class participation with group discussion, and how to help landowners avoid violations in the future.

*Deborah Crawford, CPE, IAAO-P, PQMC, Administrative Director of  
Assessment, Tax Claim, Planning & Tioga County Farmland Preservation  
Administrator  
Cathy Voda, CPE, Chief Assessor, Wyoming County  
Randy Waggoner, CPE, Chief Assessor, Perry County*

##### **GIS for Assessment** (3.0 hours)

This course is designed to give participants a broad understanding of GIS and how it can be applied to tax assessment. Participants will learn about some of the newer technology within GIS, tips and tricks for maintaining parcel datasets, and use cases for how others have used GIS in tax assessment.

*Mark Kellerman, CPE, Chief Assessor, Centre County  
Nick Barger, GIS Director, Centre County*

Evening

##### **On Your Own**

### Friday, November 3

7 a.m.

Beverage Break\*

9 a.m.

Refreshment Break

8 a.m. - noon

Conference Registration and Exhibits Open

9 a.m. - noon

##### **Taxpayer Relief Act - AKA Homestead/Farmstead Act** (3.0 hours)

This course looks at the program that allows a reduction in school district property tax. The reduction is based on certain requirements which will be covered during class. Additionally, the class will cover how administrative duties are split between the school district and the tax assessment office.

*Anthony Alu, CPE, Consultant*

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# **AAP Fall Conference**

## **Penn Stater Hotel & Conference Center**

### **AGENDA** *(This agenda is subject to change)*

#### **Friday, November 3 (continued)**

9 a.m. - noon

#### **Highest and Best Use** (3.0 hours)

This course will present the concepts utilized to develop highest and best use as it relates to assessment and valuation. The course provides instruction about the types of uses and methods utilized to develop highest and best use. Case studies, examples, and trial issues will be presented.

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

#### **Real Estate Litigation** (3.0 hours)

This conference class is always a favorite! Learn about the latest court cases and legal developments relating to the assessment profession and assessment law.

*Darrell J. Arbore, Esquire, Solicitor, Board of Assessment Appeals,  
Westmoreland County*

noon

#### **Adjournment**

**AAP Fall Conference Registration  
Penn Stater Hotel & Conference Center  
November 2 and 3, 2023**

**Conference Registration Rates\*:** Member Fee: \$340 Non Member: \$600

**Thursday, November 2**

**Check class(es) you wish to attend:**

- ☐ A - Morning - Assessment Administration (3 Hours)
- ☐ B - Morning - Basic Understanding of Act 319 (3 Hours)
- ☐ C - Morning - Legal and Constitutional Issues (3 Hours)
- ☐ D - Afternoon - GIS for Assessment (3 Hours)
- ☐ E - Afternoon - Components of a Reassessment (3 Hours)
- ☐ F - Afternoon - Act 319 - What Constitutes a Violation (3 Hours)

**Friday, November 3**

**Check class you wish to attend:**

- ☐ G - Highest and Best Use (3 Hours)
- ☐ H - Real Estate Litigation (3 Hours)
- ☐ I - Taxpayer Relief Act (3 Hours)

**Total Amount Enclosed \$**\_\_\_\_\_

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

**2023 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, 2023. **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](mailto: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 matters 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 State College



State College is well known for Penn State University, it's sport teams and the educational opportunities, but the region has more to offer visitors - a lot of smaller towns to explore and visit, dining and cultural opportunities, and many concerts and other events.

Visit the Happy Valley Adventure Bureau at [www.happyvalley.com](http://www.happyvalley.com) to plan your trip!





## Penn Stater Hotel & Conference Center

215 Innovation Boulevard  
State College, PA 16803  
(814) 863-5000

### Important Hotel and Reservation Information

#### Penn Stater Information

The Penn Stater Hotel & Conference Center is a premier hotel and conference facility located in State College, Pennsylvania, close to the Pennsylvania State University campus. It was designed to provide comfortable accommodations and state-of-the-art conference facilities in one location. All rooms include flat-screen HDTVs, complimentary high-speed Wi-Fi, coffeemakers, and much more.

#### Reservations

Please make your room reservation online using the hotel reservation link on the AAP website. You must secure your room with a credit card. If you would like to call in your reservation, you can reach the Penn Stater at (814) 863-5000.

**Our room rate at the Penn Stater is \$119 for single, double, triple or quad occupancy plus 11 percent in state and local taxes. The deadline to make your overnight reservation at the Penn Stater is 12:01 a.m. on October 2, 2023 or until our room block fills, whichever comes first.**

#### Debit Card and Check Policy

The Penn Stater will not accept a debit card as payment for overnight room. When guests are using their credit card at check in, the hotel places an automatic hold of \$25 per night on the card. The hold can take up to two weeks to be released.

***The hotel does accept checks as payment for overnight rooms. However, the room(s) still need to be secured with a credit card. A \$25 per day hold for incidentals will be placed on the card.***

#### Hotel Cancellation Policy

Hotel guests may cancel their reservations at no charge before 4 p.m. local hotel time on the day before arrival. After that date, the hotel will assess guests for one night's stay.

#### Dining

The Penn Stater has two restaurants available to guests. The Gardens Restaurant is open from 7 to 10 a.m. for breakfast and from 11:30 a.m. to 2 p.m. for lunch. The Legends Pub is open from 3 to 10 p.m. each day for dinner or to grab a quick bite and a beverage.

#### Parking

Parking at the Penn Stater is complimentary. Valet parking is not available at this time.



# 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](mailto:llawyer@pacounties.org) by **October 20, 2023**.

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.