

The County proudly provides an array of programs and services for its residents.

Our vision is that Bedford County will deliver County services in the most cost effective, efficient, professional, timely, and caring manner possible, while maintaining a high quality standard to help the people of Bedford County receive the supportive services that they need.

GUIDING PRINCIPLES

Service: Bedford County values the service we can provide to our citizens. We strive to provide services that are high quality, timely, and efficient for the community. As a County, we continue to seek ways to improve because serving the public is our number one priority.

Enjoyment: Bedford County believes in providing a harmonious work environment for its employees. All employees should be afforded the opportunity to enjoy their job and find it rewarding to serve the people of Bedford County.

Resourcefulness: The Bedford County Commissioners are the guardians of the citizen's tax dollars and we believe in finding solutions and providing services in the most cost effective and resourceful manner possible. Bedford County will continue to pursue new ways to obtain our goals with limited resources available.

Values: Our values are what define Bedford County. We strive to ensure we uphold the highest values possible by emphasizing teamwork, respect, and loyalty, among others. Our values reflect Bedford County's reputation and are essential to our success as individuals, departments, and as a County.

Integrity: Bedford County encourages all of its employees to be responsive, honest, and demonstrate high moral principles while assisting Bedford County citizens.

Character: Bedford County employees should never jeopardize their character and be empowered to provide high quality services to the public. We encourage all employees to maintain the highest level of ethical conduct at all times.

Excellence: Bedford County is committed to providing excellent service that meets the needs of its citizens and communities. It values itself in continually finding ways to improve its services and assistance it provides to the public.

The County of Bedford was established on March 9, 1771 from parts of Cumberland County, and is named for the fort that tamed the area for settlers to follow. The County Courthouse is one of the oldest Pennsylvania County Courthouse's still in use today.

200 South Juliana Street
Bedford, PA 15522
Phone: (814) 623-4807

Open Monday-Friday
8:30 a.m. to 4:30 p.m.
Closed Holidays

For more information visit our website at:
bedfordcountypa.org



Bedford County COURTHOUSE



The Mission of Bedford County is to develop, administer, and promote innovative, high quality and solution-oriented services to Bedford County that meets the needs of its citizens in the most accountable, ethical, economical, caring, and professional manner possible that enriches the health, welfare, quality of life, and safety of those who live, work, and raise a family in Bedford County.

ARCHIVES: Members of the community can search historical records in this office.

Archivist: Michaela Feltman

Phone: (814) 624-2248; **Location:** Lower Level

AUDITORS: Responsible for planning and conducting operational, financial, and compliance of audits to evaluate the adequacy and effectiveness of internal controls.

Auditors: Mary Rowzer, Carol Ann Miller, & Karen Williams
Phone: (814) 623-4803; **Location:** Suite 300

CHILDREN AND YOUTH SERVICES: Protects children and assures their physical and emotional well-being as provided by law, and to preserve, strengthen and empower families. The public can apply for representation, seek family assistance, and report child abuse.

Administrator: Lisa Cairo

Phone: (814) 623-4804; **Location:** Suite 201

COMMISSIONERS: The legislative and administrative body of County government. This office serves as the Office of Open Records.

Commissioners: Josh Lang, Barry Dallara, & Deb Baughman

Phone: 814-623-4807; **Location:** Suite 301

CORONER: Responsible for investigation of deaths occurring to determine cause and mode of death.

Coroner: Rusty Styer

Phone: (814) 623-1105; **Location:** 330 E. Pitt St. Bedford

CORRECTIONAL FACILITY: Responsible for confining individuals with a variety of charges.

Warden: Troy Nelson

Phone: (814) 623-2955; **Location:** 425 Imlertown Rd. Bedford

COURT SYSTEM: Court Administration manages the daily operations of the County court system.

Senior Judge: Dan Howsare; President

Senior Judge: Thomas Ling; **Judge:** Travis Livengood, President; **Judge:** Brandi Hershey

Phone: (814) 623-4812; **Location:** Suite 204

DISTRICT ATTORNEY: Represents the County in criminal matters.

District Attorney: Lesley Childers-Potts

Phone: (814) 623-4855; **Location:** Suite 109

DOMESTIC RELATIONS: Specializes in the establishment, modification and enforcement of Child and Spousal Support Orders.

Director: Michael Faupel

Phone: (814) 623-4813; **Location:** Suite 203

ELECTIONS: Responsible for conducting fair and equal elections as governed by law. The public can register to vote, apply for absentee ballots, apply for military and overseas ballots, view sample ballots, change voter information, view election results, request door-to-door voter lists, and run for local elected office.

Director: Debra Brown

Phone: (814) 623-4807; **Location:** Suite 301

EMERGENCY MANAGEMENT: Plans and directs disaster response and crisis management activities, provides disaster preparedness training, and prepares emergency plans and procedures for natural wartime, or technological disasters. They support the citizens and first responders to build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. They also answer emergency calls for both Bedford and Fulton County.

Director: Dave Cubbison

Phone: (814) 623-1105, **Location:** 3rd Floor, Courthouse

FINANCE: Manages County's finances and various financial functions. Also, handles personnel related matters.

Director: Mike Clapper

Phone: (814) 623-4807; **Location:** Suite 302

MAINTENANCE: Performs maintenance and cleaning of County owned buildings and general maintenance of County owned bridges.

Director: Dale Gates

Phone: (814) 624-2612; **Location:** Courthouse Basement

PLANNING: The County Planning Department is responsible for a wide array of County functions including subdivision, land development, and sewage module reviews, mapping, County planning efforts, transportation, agricultural conservation easements and administering the Community Development Block Grant (CDBG) program. The County Planning Department meets with the Planning Commission during monthly public meetings to discuss current activities in the above-mentioned categories.

Director: Don Schwartz

Phone: (814) 623-4827; **Location:** Suite 304

PROBATION: Works with people convicted of crimes, who are sentenced to probation. They monitor and coordinate rehabilitation services.

Director: Keith Bowser

Phone: (814) 623-4830; **Location:** Suite 001

PROTHONOTARY/CLERK OF COURTS: Recording all civil procedures before the court. Also, records and files legal papers. The public can file for marriage licenses at this office.

Prothonotary: Sheri Lowery

Phone: (814) 623-4833; **Location:** Suite 105

PUBLIC DEFENDER: Represents individuals who cannot afford legal counsel.

Public Defender: Karen Hickey

Phone: (814) 623-8606; **Location:** Suite 107

REGISTER & RECORDER: Where deeds and wills are filed. The public can find information on property transactions and other legal transactions. The offices also keeps records of oaths of office for County officials, notary publics, magisterial district justices, military discharges, and highway maps.

Register & Recorder: Dwight "JR" Winck

Phone: (814) 623-4836; **Location:** Suite 106

SHERIFF: Serves papers, manages Sheriff Sales, issues license to carry firearms, transports inmates, and provides security for the County building.

Sheriff: Wayne E. Emerick, Jr.

Phone: (814) 623-2910; **Location:** Suite 108

TAX OFFICE: Responsible for evaluation of residential, agricultural and commercial properties and placing a market value assessment on them. Also, collects delinquent real estate, handles appeals, manages the Clean and Green program, and homestead/farmstead exclusion program.

Director: Joyce Hillegass

Phone: (814) 623-4842; **Location:** Suite 104

TREASURER: Receives payments from local tax collectors. Also, they are responsible for receipting and depositing monies received through the County. The office is an agent to the Commonwealth of PA issuing dog, fishing, hunting, and doe licenses and is responsible for the collection of the hotel tax as well. They are also responsible for reconciling County bank accounts.

Treasurer: Melissa Cottle

Phone: (814) 623-4846; **Location:** Suite 103

VETERANS AFFAIRS: Assists veterans in many different areas, such as enrolling into VA health care, compensation claims, benefit questions, and much more!

Director: Debra Rose

Phone: (814) 623-4848; **Location:** Suite 102