

Allegany County Business Resource Guide

WHETHER YOU'RE A LIFELONG RESIDENT OR NEW TO THE AREA, THIS GUIDE WILL PROVIDE YOU WITH THE INFORMATION YOU NEED TO START OR RELOCATE YOUR BUSINESS IN ALLEGANY COUNTY.

PROVIDED BY: ALLEGANY COUNTY OFFICES OF PLANNING & ECONOMIC DEVELOPMENT



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On behalf of Allegany County's Offices of Planning & Development and our affiliated agencies, we warmly welcome you to Allegany County and thank you for investing your time, money, and your life here.

As a local business owner, you serve as a vital pillar of the community, through your great contributions to Allegany County's economy and communities. We value the social, cultural, and economic input of entrepreneurs like you and we look forward to working with you.

Allegany County's Economic Development Team is committed to the growth and lasting success of your business and is pleased to provide the following Business Resource Guide, designed to provide support to our business community. This Guide is your complete resource to doing business in Allegany County and features the resources available to you as a business owner to aid in the growth and maintenance of your business.

From small to mid-size retail and service businesses to larger manufacturing corporations, Allegany County rewards the contributions you make to the economic prosperity of our county.

Whether your business is a start-up or has been in operation for years, you'll find success and support in Allegany County.

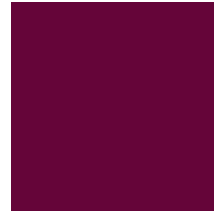
Please contact Angela McKay, Assistant Director of Economic Development & Planning at Allegany County, for more assistance.

“Whether your business is a start-up or has been in operation for years, you’ll find success and support in Allegany County.”

Allegany County Offices of Planning & Development
Angela McKay, Assistant Director
ph. 585-268-7447
email: angela.mckay@alleganyco.com

- Allegany County

At a Glance



Nestled in the foothills of the Allegheny Mountains, Allegany County offers respite from the high costs and everyday hassles of urban life, with all the benefits of a highly-trained workforce, nationally-recognized colleges and universities, and global business operations.

If you're looking for a highly trained workforce, low cost of living, and readily accessible location, look no farther than Allegany County.

Here, you'll find three colleges & universities that produce more than 1,600 well-trained graduates annually; these students will enter vocational fields (like welding & machining), business, finance, design, and engineering, to name a few.

You'll also benefit from a cost of living that is 5% lower than the national average in Allegany County. Our abundance of affordable

housing and outdoor recreation activities make Allegany County the ideal place to raise an active family.

With ready access to road, air, and rail, Allegany County's central location in Western New York's historic Southern Tier means you're never far from the major cities of the Northeast – just far enough to enjoy our natural beauty and avoid the traffic!

Experience a more satisfying quality of life with us in Allegany County.



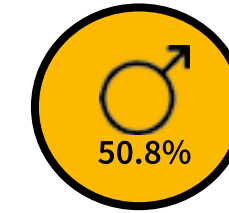
By the Numbers

Top Employers

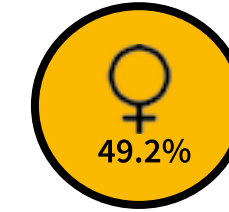
1. Alfred State College
2. Alfred University
3. Allegany County
4. Ljungstrom ARVOS Group
5. Allegany Arc
6. Jones Memorial Hospital
7. Saputo
8. Swain Ski & Snowboard Center
9. Otis Eastern, Inc.



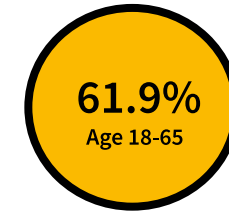
POPULATION



MALE



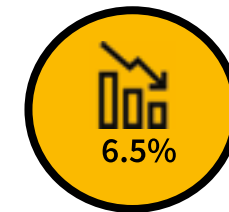
FEMALE



WORKFORCE



MEDIAN HOUSEHOLD INCOME



UNEMPLOYMENT

Town & Village of Alfred

Home to Alfred State College & Alfred University, Alfred is a quaint and historic college town energized by the community's vibrant, intellectual, and creative culture. Alfred's downtown features coffee shops, restaurants, museums, and galleries, as well as the thriving and innovative ceramic art & engineering businesses that have become synonymous with Alfred.

Police:
Alfred Police:
607-587-8878

Allegany County Sheriff:
585-268-9200

NYS Police (Amity):
585-344-6200

Public Schools:
Alfred-Almond C.S.

Public Transportation:
From Village of Alfred
585-593-5223

Public Water & Sewer:
Village of Alfred Only
Dan Acton -
607-587-8524

Farmer's Markets:
Alfred Farmer's Market,
July - October
Sundays, 11 a.m.-3 p.m.

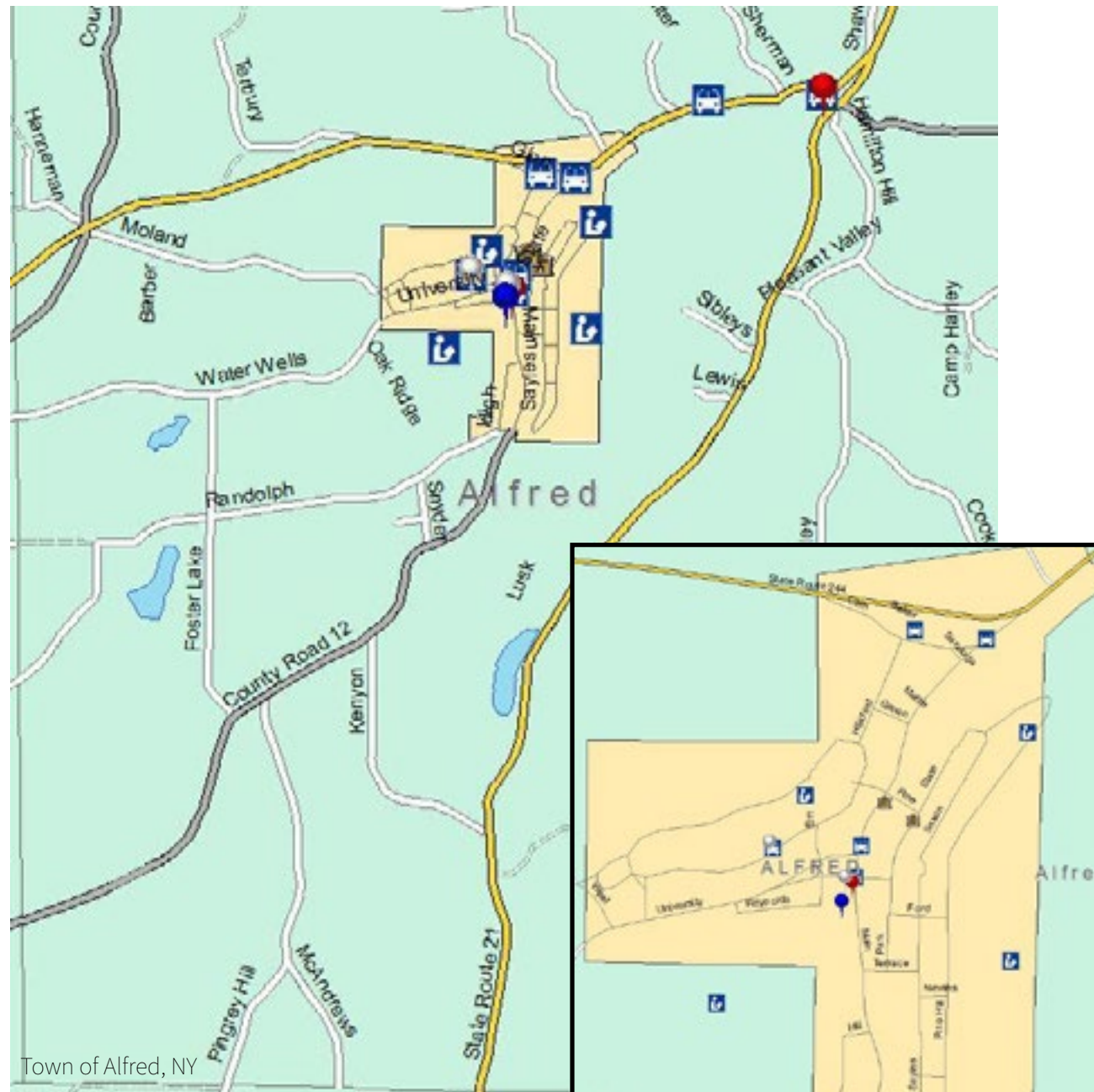
Grocery Stores:
Wegmans, Hornell
ALDI, Hornell

Garbage Collection:
LaForge Disposal Service
585-593-4677

Casella Waste System
585-466-3039

Affordable Waste System
607-698-5409

Lippincott's Rubbish
607-324-5409



Town of Alfred, NY



Village of Alfred, NY



Fast Facts:

Town Supervisor: Dan Acton

Village Mayor:

Becky Prophet

- Area: 31.3 sq. mi. (T) & 1.2 sq. mi. (V)
- Population: 5135 (T) & 4059 (V)
- Population Density: 163/sq. mi. (T) & 3508/sq. mi. (V)
- Median Home Value: \$100,857 (T) & \$110,337 (V)
- Avg. Home Value: \$114,362 (T) & \$120,439 (V)
- Median Household Income: \$53,169 (T) & \$55,451 (V)
- Avg. Household Income: \$70,692 (T) & \$74,051 (V)
- Total Housing Units: 1224 (T) & 621 (V)
- Owner Occupied Housing Units: 564 (T) & 285 (V)
- Renter Occupied Housing Units: 458 (T) & 279 (V)
- Vacant Housing Units: 202 (T) & 57 (V)

Town & Village of Cuba

Historic downtown Cuba is experiencing a re-emergence in manufacturing and retail, as well as a revitalization of Main Street. From cafes and restaurants, to unique antique shops and outdoor recreation at Cuba Lake, Cuba is an engaging center of commercial and economic activity.

Police:
Cuba Police:
585-968-1666

Allegany County Sheriff:
585-268-9200

NYS Police (Olean):
716-373-2550

Public Schools:
Cuba-Rushford C.S.
Friendship C.S.

Public Transportation:
Village of Cuba Only
585-593-5223

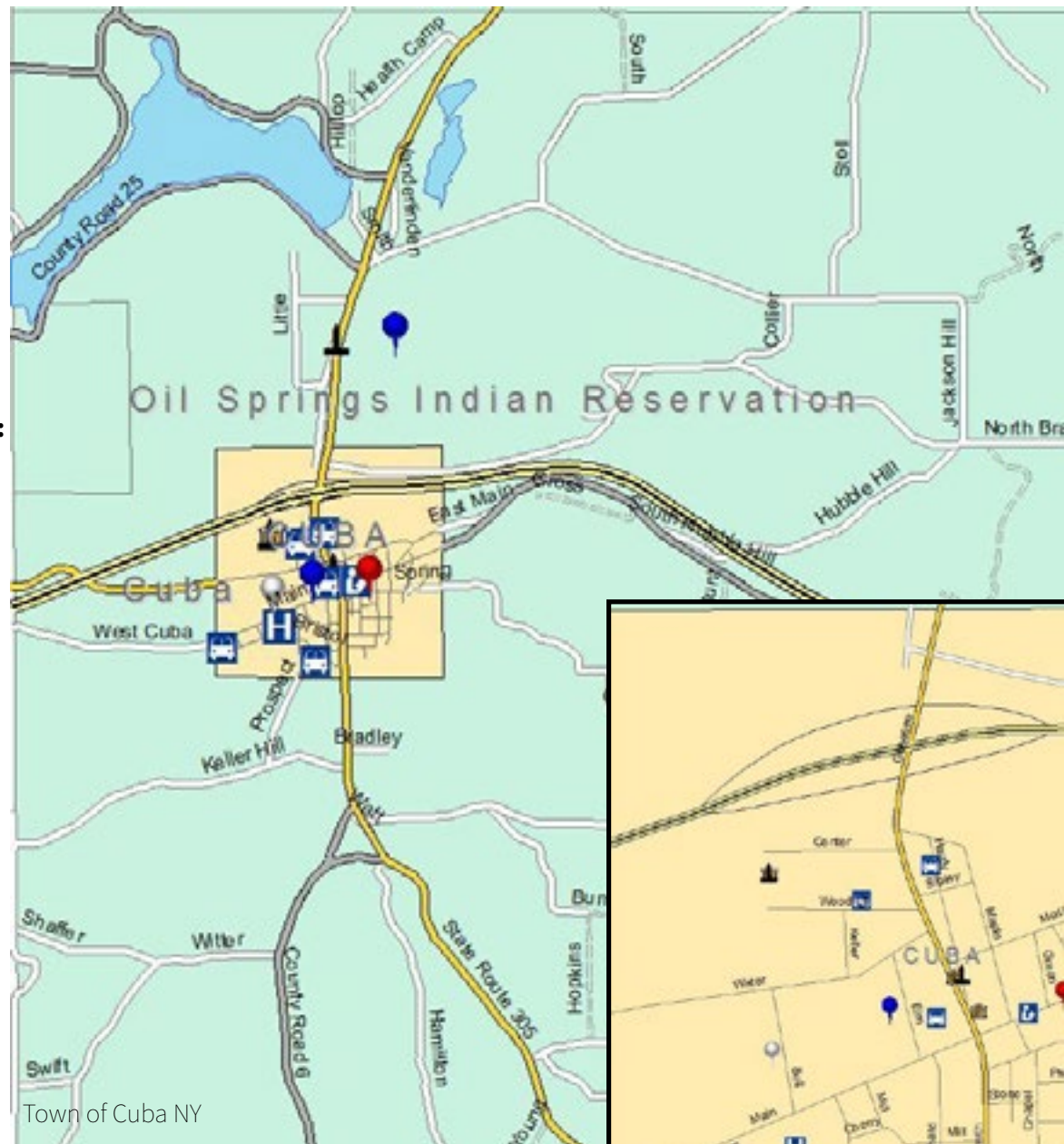
Public Water & Sewer:
Village of Cuba Only
Robert Carney -
585-968-1690

Farmer's Markets:
Belmont Farmer's Market,
May - October
Thursdays, 11 a.m.-5 p.m.

Grocery Stores:
Giant Food Mart, Cuba

Garbage Collection:
Beichner Waste Services
716-372-0406

Casella Waste System
716-376-0826



Fast Facts:

Town Supervisor: Robert Carney

Village Mayor: Michele Miller

- Area: 36.5 sq. mi. (T) & 1.2 sq. mi. (V)
- Population: 3185 (T) & 1538 (V)
- Population Density: 91/sq. mi. (T) & 1264/sq. mi. (V)
- Median Home Value: \$83,672 (T) & \$77,717 (V)
- Avg. Home Value: \$110,664 (T) & \$98,333 (V)
- Median Household Income: \$51,226 (T) & \$50,640 (V)
- Avg. Household Income: \$67,502 (T) & \$66,442 (V)
- Total Housing Units: 1778 (T) & 708 (V)
- Owner Occupied Housing Units: 987 (T) & 421 (V)
- Renter Occupied Housing Units: 357 (T) & 203 (V)
- Vacant Housing Units: 434 (T) & 81 (V)

Town & Village of Wellsville

As the most populous location in the county, Wellsville offers access to major advanced manufacturing operations, locally-owned restaurants, and a variety of entertainment, including annual festivals held throughout the year.

Police:
Allegany County Sheriff:
585-268-9200

NYS Police (Amity):
585-344-6200

Public Schools:
Wellsville C.S.
Scio C.S.

Public Transportation:
From Village of Wellsville
585-593-5223

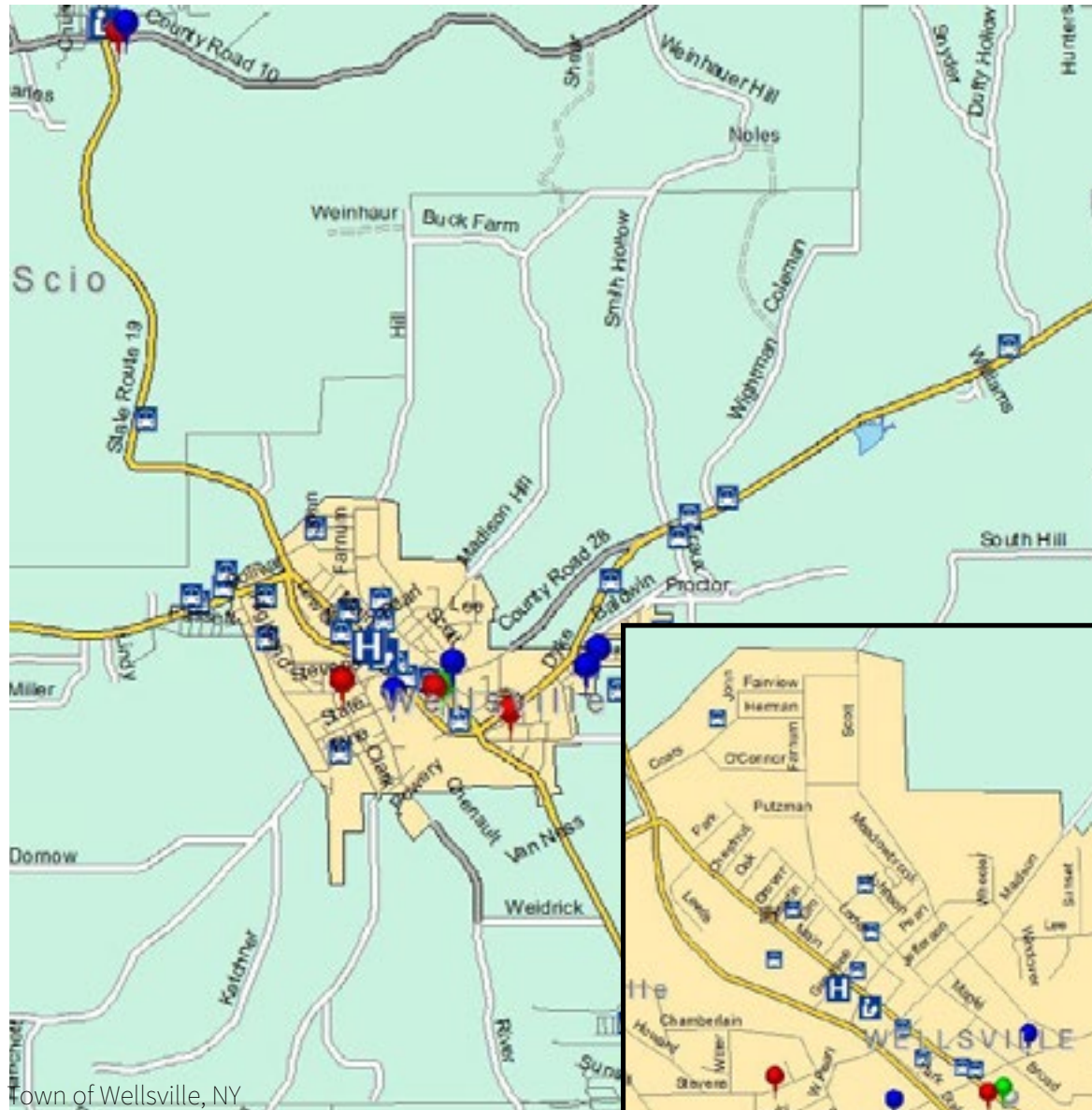
Public Water & Sewer:
Village of Wellsville Only
Bill Whitfield
585-593-1850

Farmer's Markets:
Wellsville Farmer's Market,
June - October
Thursdays, 11 a.m.-5 p.m.

Grocery Stores:
Tops, Wellsville
Giant, Wellsville

Garbage Collection:
LaForge Disposal Service
585-593-4677

Casella Waste System
585-687-4070



Fast Facts:

Town Supervisor: Shad Alsworth

Village Mayor: Randy Shayler

- Area: 36.79 sq. mi. (T) & 2.4 sq. mi. (V)
- Population: 7118 (T) & 4601 (V)
- Population Density: 194/sq. mi. (T) & 1898/sq. mi. (V)
- Median Home Value: \$70,283 (T) & \$70,435 (V)
- Avg. Home Value: \$99,383 (T) & \$102,030 (V)
- Median Household Income: \$35,167 (T) & \$32,897 (V)
- Avg. Household Income: \$47,863 (T) & \$46,083 (V)
- Total Housing Units: 3731(T) & 2386 (V)
- Owner Occupied Housing Units: 1905 (T) & 1205 (V)
- Renter Occupied Housing Units: 1255 (T) & 865 (V)
- Vacant Housing Units: 554 (T) & 315 (V)

Steps for Starting Your Business in Allegany County



STARTING A BUSINESS IN NEW YORK INVOLVES A NUMBER OF REQUIREMENTS - TAKE A LOOK AT THE FOLLOWING TO HELP GET YOU STARTED.

1. DO THE RESEARCH

Use Market Research to identify customers and analyze your competitors. Is there a demand for your product or service? What's the competitive landscape look like and what are the barriers to entry? Conduct direct research with interviews or a questionnaire and take a look at the free small business data available through the SBA.

2. MAKE A PLAN

A good business plan will help guide you through each step of starting and growing your business. Key parts of a business plan include a company description, marketing strategy, and financial projections.

3. EXPLORE FUNDING OPTIONS

Determining how to fund your business will be the first and most important financial choice you'll make as a new business owner. Will you self-fund your business, seek out investors, or obtain a small business loan? It will likely be a combination of these options. Don't forget about grants and incentives - depending on your business, you could qualify for attractive grants and incentives!

4. DECIDE LEGAL STRUCTURE & FILE NECESSARY PAPERWORK

Which legal structure will best fit your business?

- Sole Proprietorship
- Partnership
- Corporation, Limited Partnership, and Limited Liability Company (LLC)

Each option has its own pros and cons, and will effect how much you'll pay in taxes, the paperwork you'll need to file, and your personal liability. Sole Proprietorships and Partnerships doing business under a name (DBA) other than its full legal name must register the trade name with the Allegany County Clerk's Office; DBA forms can be found online at <https://>

www.alleganyco.com/economic-development/start-a-business-here/.

5. OBTAIN LICENSES & PERMITS

Depending on your business, some local, state, or federal licenses or permits may be required - for additional information, visit www.businessespress.ny.gov.

6. LOOK INTO ZONING ORDINANCES

Depending on the town or village where you plan to operate your business in Allegany County, zoning ordinances may be applicable. **The village of Wellsville, Town & Village of Alfred, Town & Village of Almond, Town of Caneadea, Town of Grove, and Town of Rushford all have zoning ordinances.** If you plan on operating a business in your home or a business location, you'll need to check with town or village officials to make sure you are not in violation of zoning ordinances.

7. TAXES

After you've registered your business, you'll be able to apply for your **Employer Identification Number**

(EIN), which is your federal tax ID number. The IRS requires all businesses to obtain an EIN and most banks will also require an EIN to open a business checking account. Keep in mind that property taxes must be paid on real and business personal property. Income taxes will be dependent on the legal structure of your business - Sole Proprietors, Partners, "S" Corporations, and LLC's report business income and expenses to the IRS as part of personal income tax.

8. HIRING EMPLOYEES

After you obtain your EIN, you're also able to hire employees. When hiring employees, there are a number of requirements to consider, including:

- NYS Unemployment Insurance - For more information, visit www.labor.ny.gov.
- NYS Withholding Forms
- Workers' Compensation & Disability Insurance
- Immigration & Naturalization
- Occupational & Safety Health Administration (OSHA) - For more information, visit www.osha.gov.

Steps for Relocating Your Business In Allegany County

If you already operate a business outside of Allegany County and would like to relocate, the process is similar to opening a new business in Allegany County.

If you already operate a business in New York State:

- Register your business in Allegany County by completing a [DBA Form](#) and returning it to the Allegany County Clerk.
- Familiarize yourself with local licenses, permits, and zoning ordinances that may be applicable to your business by speaking with municipal officials.
- Open a local business checking account (if necessary).

If you operate a business outside of New York State:

- Sole Proprietors & Partnerships will need to register with Allegany County by completing a [DBA Form](#) and returning it to the Allegany County Clerk.
- LLC's & Corporations will need to dissolve the company and begin anew/restructure in Allegany County; another option is to file an Application for Authority to relocate business to New York.

Online Resources:

- www.dos.ny.gov/corps/buscorp.html#appauth
- www.businessexpress.ny.gov
- www.labor.ny.gov



9. BUILD A TEAM OF ADVISORS

You believe in your business, now rally others who believe in it too - your allies, partners, vendors, and government supporters. Develop relationships and consult with a banker to help with funding needs, an accountant to advise on tax strategies and record keeping, an insurance provider for liability coverage and other forms of insurance, and a lawyer to review and produce legal documents, as

well as provide legal advice. To make connections with other resources that support the vision of your business, start by reaching out to the Allegany County Offices of Planning & Development.

10. OPEN A BUSINESS CHECKING ACCOUNT

It's important to maintain a separate business account from your personal checking account. Typically, the bank requires a certified copy of

your DBA or a copy of your incorporation papers. You'll also need your EIN.

11. INSTALL A BUSINESS PHONE LINE

By installing a business phone line you'll be entitled to a business listing.

12. ANNOUNCEMENTS

When it's time to open your business, send out announcements to potential clients & friends! Send a press release to the local media & get the word out on social media.

Business Resources & Support Organizations

1. Allegany County Offices of Planning & Development

Allegany County's Offices of Planning & Development aim to provide the highest level of economic development services in order to retain, expand, and attract investment in businesses, industries, and supportive infrastructure in Allegany County. From business training, funding and incentive support, and marketing support, the Offices of Planning & Development can connect you with the right resources to provide you with long-term support for your business.

- **Contact:** Angela McKay, Assistant Director of Economic Development & Planning
- **Phone:** 585-268-7447
- **Email:** angela.mckay@alleganyco.com
- **Website:** www.alleganyco.com/economic-development

2. Allegany County Industrial Development Agency (ACIDA)

The Allegany County IDA serves to make Allegany County the place of choice for locating, residing, working, and building your business, through incentivizing the construction or rehabilitation of facilities and equipment, with the intention of growing Allegany County's economy and creating job opportunities.

- **Contact:** Craig Clark, Executive Director
- **Phone:** 607-968-0214
- **Email:** clarkcr@alleganyco.com
- **Website:** www.acida.org

3. ACCORD Business Center

ACCORD's Business Assistance Program provides services including: an entrepreneur training course offered twice a year, business workshops, and free technical assistance and business counseling in a variety of areas. ACCORD's Business Center can help you write your business plan, develop a social media marketing strategy, develop your online presence, obtain your DBA, and so much more.

- **Contact:** Bryan Payne, Business & Loan Manager
- **Phone:** 585-268-7605 x. 1711
- **Email:** bpayne@accordcorp.com
- **Website:** www.accordcorp.org/menus/small-business

4. Greater Allegany County Chamber of Commerce

The Allegany County Chamber of Commerce is a membership-driven business organization with a simple goal: to

help and support local business. Your business can benefit through networking opportunities, workshops, sponsorship and advertising opportunities, public policy advocacy, and the option to join its health insurance policy.

- **Contact:** Gretchen Hanchett, Executive Director
- **Phone:** 585-268-7190
- **Email:** ghanchett@alleganychamber.org
- **Website:** www.alleganychamber.org

5. Wellsville Chamber of Commerce

The Wellsville Chamber of Commerce is a membership organization composed of local citizens and business professionals to support and promote the Wellsville-area community. The Chamber brings people and organizations together, promotes education, provides networking opportunities, and acts as a resource.

- **Phone:** 585-593-5080
- **Email:** wacoexec@outlook.com
- **Website:** www.wellsvilleareachamber.com

6. Cuba Chamber of Commerce

The Cuba Chamber of Commerce is a membership organization that promotes business prosperity and healthy community by providing information, services, and advocacy for its members.

- **Phone:** 585-968-5654
- **Email:** cubachamber@verizon.net
- **Website:** www.cubanewyork.us

7. Alfred Area Business Association

The Alfred Area Business Association is a member of the Greater Allegany Chamber of Commerce and its goal is to grow the economy and promote tourism in Alfred.

- **Phone:** 631-901-7976
- **Website:** www.facebook.com/AlfredAreaBusiness

Business Resources & Support Organizations

8. Allegany County Young Professionals Group

Allegany County's Young Professionals Group provides professional and social support for the next generation of leaders in Allegany County, through professional development, networking, and civic engagement. Whether you're new to Allegany County, just returning to the area, or a lifelong resident, Allegany County's Young Professionals Group will help you advance your career, meet new people, connect with mentors, and positively contribute to the Allegany County community.

- **Contact:** Angela McKay, Board Member
- **Phone:** 585-268-7447
- **Email:** ACYP@alleganyco.com
- **Website:** www.alleganyco.com/economic-development/

9. Allegany County Employment & Training

Allegany County's Employment & Training Office strengthens workers by building quality relationships, fostering two-way communication, and providing the training, tools, and resources to create empowered and effective professionals. The department offers career exploration, employment opportunity announcements, employer resources, and training workshops.

- **Contact:** Reita Sobeck-Lynch, Director
- **Phone:** 585-268-9240
- **Email:** alleganyent@alleganyco.com
- **Website:** www.alleganyco.com/departments/employment-and-training

10. Small Business Administration (SBA)

The Small Business Administration (SBA) is an independent agency of the federal government that works to aid, counsel, assist, and protect the interests of small business owners, in order to preserve free, competitive enterprise and strengthen our nation's economy. The local district office is located in Buffalo, NY and offers free counseling, financial assistance through guaranteed loans, training events, and consulting services.

- **Contact:** Greg Lindberg
- **Phone:** 716-551-5670
- **Email:** gregory.lindberg@sba.gov
- **Website:** www.sba.gov/offices/district/ny/buffalo

11. Small Business Development Center (SBDC)

New York State's Small Business Development Center (SBDC) helps clients understand the importance of a business plan, discover sources of funding, prepare for e-commerce, identify avenues for exporting goods and services, develop marketing plans, and more. Local SBDC offices are located in SUNY Binghamton.

- **Contact:** Rochelle Layman
- **Phone:** 607-777-4024
- **Email:** sbdc@binghamton.edu
- **Website:** sbdc.binghamton.edu

12. SCORE

SCORE is the nation's largest network of volunteer, expert business mentors.

- **Contact:** Brian Loucks
- **Phone:** 716-307-3225
- **Email:** brianrx@eznet.net
- **Website:** buffaloniagara.score.org

13. IncubatorWorks

IncubatorWorks is a resource for business start-ups and expansions in New York's Southern Tier. With IncubatorWorks' shared space in Alfred, you can grow your business in a cost-effective and supportive environment until its ready to graduate into its own dedicated space. IncubatorWorks offers potential tax incentives, useful technology, mentoring, and networking opportunities.

- **Phone:** 607-962-6387
- **Email:** info@incworks.org
- **Website:** www.incubatorworks.org

Business Resources & Support Organizations

Local News Media:

- **Wellsville Daily Reporter:** editor@wellsvilledaily.com
- **Olean Times Herald:** news@oleantimesherald.com
- **Cuba Patriot:** mail@cubapatriot.com
- **Hornell Evening Tribune:** news@eveningtribune.com
- **Alfred Sun Paper:** alfredsun.news@gmail.com
- **Wellsville Regional News** (online news blog): wjqzfounder@gmail.com
- **WZKZ Radio:** wzkz@wny.twcbc.com
- **Z103 Radio:** Oldiesz103@yahoo.com

Staffing Agencies:

- **Walker Business & Staffing Services, Wellsville, NY**
Phone: 585-593-6129
- **Adecco Staffing, Arcade, NY**
Phone: 585-492-5505

Printing & Advertising:

- **Dave's Printing**
Email: dbrinkel@roadrunner.com
Phone: 585-268-7749
- **Angelica Ink Letterpress, Angelica, NY**
Email: mwarner@angelicaink.com
Phone: 585-466-7040
- **The Paper Factory, Olean, NY**
Email: deb@thepaperfactory.com
Phone: 716-372-9500
- **White Imprints, Cuba, NY**
Email: info@whiteimprints.com
Phone: 585-209-4125

Commercial Real Estate:

- Find complete list of available commercial properties at:
www.alleganycounty.com/economic-development/business-resources-and-locations/commercial-properties/

Allegheny

COUNTY
New York