

**TOWNSHIP OF WYCKOFF
340 FRANKLIN AVENUE
WYCKOFF, NJ 07481**

ORDINANCE #2044

**AN ORDINANCE AMENDING CHAPTER 57, "RESTRICTED AREAS,"
OF THE CODE OF THE TOWNSHIP OF WYCKOFF TO ESTABLISH
ACCESS LIMITATIONS AND SAFEGUARDS FOR MUNICIPAL
PROPERTY**

WHEREAS, the Township Committee of the Township of Wyckoff previously adopted Chapter 57 of the Township Code, entitled "Restricted Areas," to protect municipal operations and confidential records; and

WHEREAS, the Township seeks to clarify and strengthen its regulations concerning public and restricted areas within municipal buildings to safeguard operations, protect personally identifiable information, and maintain the safety and security of municipal employees and facilities; and

WHEREAS, the Township desires to designate specific government buildings and facilities subject to access restrictions and to affirm the authority of exclusive-use lessees and outside facility partners to maintain and enforce access restrictions for the protection of Township property;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, as follows:

SECTION 1. Chapter 57, "Restricted Areas," of the Code of the Township of Wyckoff is hereby amended and replaced in its entirety to read as follows:

Chapter 57. Restricted Areas

§ 57-1. Definitions.

As used in this Chapter, the following terms shall have the meanings indicated:

Authorized Employee – Any Township employee, official, or contractor granted access to a Restricted Area as part of their official duties.

Nonpublic Forum – Government property not traditionally or by policy held open for public expression or access.

Public Area – A portion of a municipal building designated for public access during regular business hours or during public meetings.

Restricted Area – Any room, corridor, workspace, storage area, or other enclosed section within a designated municipal facility, where signage has been posted pursuant to § 57-4 indicating that access is limited to authorized personnel.

§ 57-2. Designation of Restricted Areas.

A. The Township of Wyckoff hereby designates the following municipal buildings and facilities as subject to the access limitations and protections of this Chapter:

1. Wyckoff Memorial Town Hall, 340 Franklin Avenue;
2. Wyckoff Free Public Library, 200 Woodland Avenue;
3. Wyckoff Police Department, 340 Franklin Avenue;
4. Department of Public Works Facility, 475 West Main Street;
5. Recycling Center and Building, 476 West Main Street;
6. Larkin House, 380 Godwin Avenue;
7. Larkin House Garages, 380 Godwin Avenue;
8. Recreation Office Building, Memorial Field, 195 Woodland Avenue;
9. Maintenance Sheds and Closets at Memorial Field, Pulis Field, and Community Park;
10. Concession Stand areas at Memorial Field, Pulis Field, and Community Park;
11. Wyckoff Volunteer Fire Company No. 1, 1 Scott Plaza;
12. Designated areas within Wyckoff Volunteer Fire Company No. 2, 176-180 Wyckoff Avenue, where Township-owned equipment, vehicles, or communications infrastructure is located;
13. Designated areas within Wyckoff Volunteer Fire Company No. 3, 428 Sicomac Avenue, where Township-owned equipment, vehicles, or communications infrastructure is located;
14. Wyckoff Volunteer Ambulance Corps Building, 4 Scott Plaza;
15. Wyckoff Police Pistol Range, 475 West Main Street;

16. Wyckoff Animal Shelter, 475 West Main Street;
 17. Cell towers and associated enclosures located at:
 - a. Town Hall (340 Franklin Avenue),
 - b. Memorial Field (475 Wyckoff Avenue),
 - c. Route 208 Right-of-Way;
 18. Sewer pump stations located throughout the Township;
 19. Any property owned by the Township and operated by Ridgewood Water, located within the boundaries of the Township of Wyckoff;
 20. Any other Township-owned or -leased facility used for municipal operations.
- B. Within the buildings and facilities listed above, any individual room, corridor, workspace, storage area, or enclosed section shall be considered a Restricted Area only if signage is posted at or near its entrance in accordance with § 57-4 of this Chapter.
 - C. Restricted Areas are not open to the general public and are designated as nonpublic forums. Entry into these areas is limited to authorized Township employees, contractors, or other individuals who are expressly permitted or accompanied by Township personnel.
 - D. Members of the public are permitted in designated public areas of municipal buildings, such as lobbies, public counters, waiting areas, and public meeting rooms, subject to reasonable time, place, and manner restrictions imposed by the Township.
 - E. Nothing in this Chapter shall restrict or supersede the authority of exclusive-use lessees of Township-owned property, including but not limited to the Wyckoff Family YMCA, from establishing and enforcing internal access restrictions within their leased premises. Such lessees shall retain all rights afforded to lawful occupiers of property, including the right to post restricted areas and to pursue enforcement of trespass violations under N.J.S.A. 2C:18-3.
 - F. Although Wyckoff Volunteer Fire Company No. 2 and Wyckoff Volunteer Fire Company No. 3 are privately owned and operated facilities, the Township maintains essential public assets within those buildings, including but not limited to fire apparatus, communications infrastructure, and information technology systems. The Township shall have the authority to post and enforce

restricted access to those designated areas within such facilities that house Township-owned property, and such areas shall be considered Restricted Areas under this Chapter when properly posted in accordance with § 57-4.

§ 57-3. Recording and Photography.

- A. Recording, filming, and photography are permitted in designated public areas of municipal buildings, provided such conduct does not:
 - 1. Interfere with the operations of the Township or its employees;
 - 2. Obstruct public access to offices or services;
 - 3. Capture confidential records or materials;
 - 4. Harass or intimidate Township employees or visitors.
- B. Recording, filming, and photography are strictly prohibited in Restricted Areas or where otherwise explicitly posted as "No Recording" zones.

§ 57-4. Signage Requirements.

- A. All entrances to Restricted Areas must be clearly marked with signage reading:

"RESTRICTED AREA – AUTHORIZED EMPLOYEES ONLY"
- B. Additional signage may be posted by the Township where necessary to protect employee safety, data privacy, or the confidentiality of municipal records.

§ 57-5. Enforcement and Prosecution.

- A. Any person who enters or remains in a Restricted Area without authorization, or who refuses to leave a public area upon the lawful order of Township staff or law enforcement, may be subject to prosecution under N.J.S.A. 2C:18-3, relating to criminal trespass.
- B. Prior to prosecution, individuals may be given a verbal warning or lawful order to vacate the area. Failure to comply may result in removal, arrest, or formal charges.

§ 57-6. Severability.

If any provision of this Chapter is determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be severed, and the remainder of this Chapter shall remain in full force and effect.

SECTION 2. Repealer.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. Effective Date.

This Ordinance shall take effect upon final passage and publication in accordance with law.